

# ADAMS COUNTY BOARD OF SUPERVISORS AGENDA

Adams County Board Room  
March 21, 2017 6:00 p.m.

1. Call to Order by the Chairman
2. Was meeting properly announced?
3. Moment of silence
4. Pledge of Allegiance
5. Roll Call
6. Approve agenda
7. Approval of the February 21, 2017 minutes
8. Public participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Skala, West, Wysocky, Allen, Babcock and Borud.
10. **Claims:** None
11. **Correspondence:** None
12. **Appointments:** None
13. **Unfinished Business:** None
14. **New Business:** None
15. **Reports and Presentations:**
  - A. Miscellaneous:
    - Register of Deeds 2016 Annual Report
    - Clerk of Circuit Court 2016 Annual Report
    - Annual Dog Licensing Report for 2016
    - Adams County Fairboard Report for 2016
    - Daric Smith, ACED report
    - County Manager report

16. Review Committee Minutes			
Admin & Fin: 2/9, 3/3, 3/6 Ad Hoc Bldg: 3/1 Airport: 2/13 BOA: 2/15	CWCAC: 12/14 County Board: 2/21 H&HS/Vet: 2/13 Hwy: 2/9	P&Z: 3/1 Property: 2/14 PS&J: 2/15	Solid Waste: 3/8 Surveyor: February 2017

## 17. **Resolutions:**

**Res. #7:** To recognize Dennis Premo's retirement on April 1, 2017, and honor his 30 years of service to Adams County and the Adams County Highway Department.

**Res. #8:** To designate the week of April 3-7, 2017 as Work Zone Awareness Week in Adams County.

**Res. #9:** To Convey Highway Right-of-Way Title to the Wisconsin Department of Transportation.

## 18. **Ordinances:**

**Ord. #5:** Rezone from an R1 Single Family Residential District to an A-2 Agricultural Transition District. Property located in the SW ¼, NE ¼, Section 8, Township 18 North, Range 6 East, Lot 2 of CSM 5744 on State Road 13, Town of Preston, Adams County, Wisconsin.

**Ord. #6:** Adams County Ordinance Establishing ATV/UTV Highway Crossing/Routes

**Ord. #7:** Ordinance Adopting County Records Retention/Disposition Schedule

**Ord. #8:** Adams County Parks Ordinance

19. **Denials:** None
20. **Petitions:** None
21. Approve claims
22. Approve Per Diem and Mileage
23. Motion for County Clerk to correct any and or all errors
24. Set next meeting date(s)
25. Adjournment



# ADAMS COUNTY REGISTER OF DEEDS

JODI M. HELGESON



PO BOX 219  
402 MAIN ST  
FRIENDSHIP WI 53934  
608-339-4206

DEPUTIES:

AMY WIESSINGER  
JULIE SCHNOLIS

## 2016 ANNUAL REPORT

*To the Honorable Board of Supervisors of the County of Adams, State of Wisconsin.*

I, Jodi M. Helgeson, Register of Deeds for Adams County, Wisconsin, respectfully submit the following report for 2016.

Documents recorded: 6000  
1274 of them were electronically recorded

Vital Records –Certified Copies issued:

Birth -297

Death -2404

Marriage -396

Veterans Discharges – 5

Median Home Price – Adams County  
2015 - \$109,900      2016 - \$120,000  
Source – Wisconsin Realtors Association

Median Home Price – Central Region  
2015 - \$155,500      2016 - \$125,500  
Source – Wisconsin Realtors Association

The Register of Deeds Office completed a portion of the back indexing project where data that was missing in the old index was added. For 2017 we will be working on adding in approximately 83,000 records.

**ADAMS COUNTY REGISTER OF DEEDS REVENUES \***

Total Monies Deposited:	\$621,128.60
Monies sent to state agencies <sup>1</sup>	\$347,454.17

Balance for Adams County	\$273,674.43
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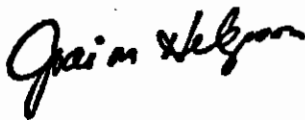
Monies for Adams County  
distributed as follows:

Revenue – Register of Deeds	
#10013.46130	
10013.46152	\$225,632.43

Revenue – Land Information	
#1013.46131 & 32	\$48,042.00

Recordings in the Register of Deeds office are the source of funding for the Adams County Land Information program through recording fees collected for each document. Monthly reports are provided to the Land Information Officer on monies received for this purpose.

Respectfully submitted this 21<sup>st</sup> day of March, 2017



Jodi M. Helgeson  
Register of Deeds

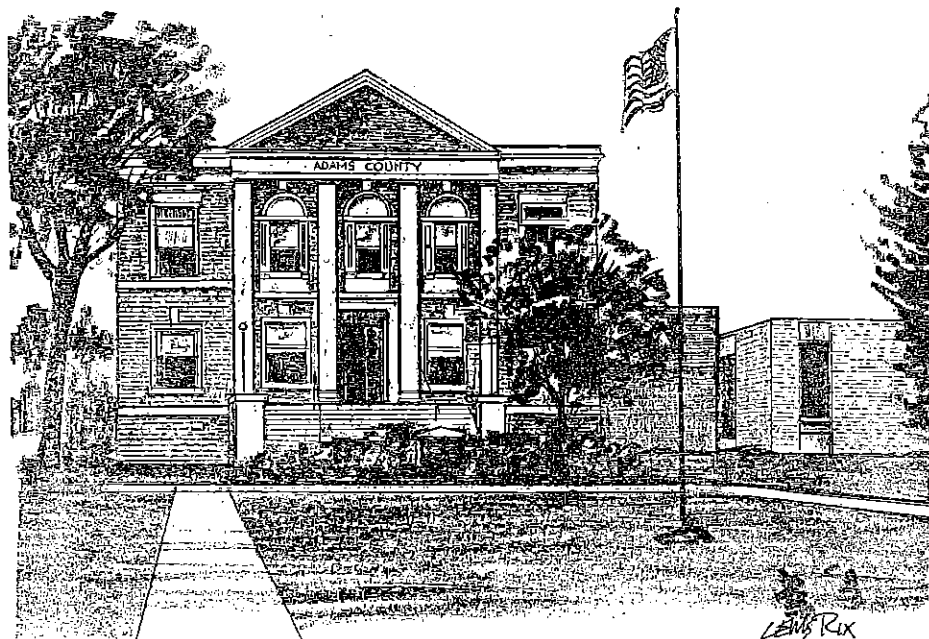
\*Pre-audit totals

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<sup>1</sup> 80% of Real Estate Transfer Fees to Dept. of Revenue; Birth Certs: \$7.00 of first copy sale to Children's Trust Fund, \$8.00 to automation fund; Death, Marriage and Domestic Partnerships: \$13.00 of first copy sale to automation fund; \$7.00 of each recording fee to Wisconsin Land Information Program and sales tax.



# ADAMS COUNTY CLERK OF CIRCUIT COURT ANNUAL REPORT OF 2016



*Adams County Courthouse  
Friendship, Wisconsin*

Kathleen R. Dye  
Clerk of Circuit Court  
March 13, 2017

TO THE HONORABLE BOARD OF SUPERVISORS FOR ADAMS COUNTY:			
I, KATHLEEN R. DYÉ, CLERK OF CIRCUIT COURT FOR ADAMS COUNTY, WISCONSIN,			
RESPECTFULLY SUBMIT THE FOLLOWING REPORT OF RECEIPTS AND DISBURSEMENTS OF			
THIS OFFICE FROM JANUARY 1, 2016 THROUGH DECEMBER 31, 2016			
BALANCE BROUGHT FORWARD		1/1/2016	\$ 138,616.50
<b>RECEIPTS</b>			
<b>COURT REVENUE:</b>		\$	964,361.39
Circuit Fees	\$ 113,682.95		
Clerk's Fees	\$ 25,382.83		
Penalty Assessment	\$ 50,012.49		
Crime Victim/Witness Surcharge	\$ 32,463.12		
Justice Information Fee	\$ 75,547.65		
Jail Assessment	\$ 24,806.75		
Driver Improvement Surcharge	\$ 35,888.13		
Wild Animal Surcharge	\$ 43.75		
DNR Restitution	\$ 1,805.04		
DNR Assessment	\$ 6,238.09		
Wildlife Violator Compact Surcharge	\$ 620.04		
Domestic Abuse Assessment	\$ 4,724.97		
Truck Driver Education Surcharge	\$ 95.65		
Interest Revenue	\$ 6,800.84		
Drug Offender Diversion Surcharge	\$ 60.00		
Weapons Assessment	\$ 381.51		
Occupational License Fee	\$ 120.00		
Ignition Interlock Device Surcharge	\$ 2,549.73		
Family Counseling Service Fee	\$ 2,010.00		
Mediation Fee	\$ 890.06		
Drug Abuse Surcharge	\$ 2,640.25		
DNA Surcharge	\$ 46,002.94		
Crime Lab/Drug Law Assessment	\$ 34,233.91		
Consolidated Court Automation Project	\$ 24,048.44		
Court Service Fee	\$ 243,774.25		
Municipal Fees	\$ 2,680.00		
10% Restitution Surcharge	\$ 2,294.54		
Blood Test Costs	\$ 1,001.98		
Sales Tax	\$ 47.51		
Recoupments	\$ 52,717.13		
<b>FINES AND FORFEITURES:</b>			
County	\$ 87,167.07		
State - Chapter 341-347, 349 & 351	\$ 47,478.65		
State - Chapter 348	\$ -		
State - All Others	\$ 36,151.12		
TRI-LAKES DISTRICT		\$ 169.55	
CITY OF ADAMS		\$ 16,018.91	
TOWN OF ROME		\$ 104.76	
RESTITUTION/Criminal Deposits		\$ 66,574.81	
BAIL		\$ 133,674.00	
TRUST		\$ 57,969.12	
<b>TOTAL RECEIPTS</b>			<b>\$ 1,238,872.54</b>
			<b>\$ 1,377,489.04</b>

DISBURSEMENTS			
TREASURER, COUNTY OF ADAMS	\$	964,361.39	
TREASURER, TRI-LAKES DISTRICT	\$	169.55	
TREASURER, CITY OF ADAMS	\$	16,018.91	
TREASURER, TOWN OF ROME	\$	104.76	
RESTITUTION/Recompense	\$	69,118.31	
BAIL	\$	180,497.51	
TRUST	\$	55,712.50	
TOTAL DISBURSEMENTS:			\$ 1,285,982.93
BALANCE ON HAND 12-31-16			
RESTITUTION/CRIMINAL DEPOSITS	\$	267.50	
BAIL	\$	77,526.49	
TRUST	\$	13,712.12	
TOTAL BALANCE ON HAND 12-31-16			\$ 91,506.11
SPECIAL FEES PAID:			
JURY FEES	10 trials	No. issued: 340	\$ 13,268.21
WITNESS FEES		No. issued: 19	\$ 829.38
INTERPRETER FEES		No. issued: 21	\$ 7,883.50
LAND COMMISSIONERS		No. issued: 6	\$211.23
STATE OF WISCONSIN )			
) SS.			
COUNTY OF ADAMS )			
I, Kathleen R. Dye, Clerk of Circuit Court for Adams County, Wisconsin, being first duly sworn on oath,			
do say that the within and foregoing report is true to the best of my belief and knowledge based upon the			
records of my office.			
Dated this 13th day of March, 2017			
		<i>Kathleen R. Dye</i>	
		Clerk of Circuit Court	
		Adams County, Wisconsin	
Subscribed and Sworn to before me			
this 13th day of March, 2017			
<i>R. L. Banovec</i>			
Notary Public, Adams County, Wisconsin			
MCE: 12/13/2019			
page 2			

CASE DATA - 5 YR COMPARISON									
FILED:	2012	2013	2014	2015	2016				
CIVIL CASES	308	253	211	278	203				
FAMILY CASES	122	113	99	91	103				
PATERNITY ACTIONS	76	42	42	40	63				
CRIMINAL MISDEMEANORS	498	482	444	441	385				
CRIMINAL FELONIES	186	176	173	240	273				
TRAFFIC /NON-TRAFFIC FORFEITURES	3157	2280	2597	3449	4129				
COMPLEX FORFEITURES	4	1	4	6	0				
JUVENILE FORFEITURES	222	138	105	107	134				
SMALL CLAIMS	721	658	663	670	631				
GARNISHMENTS	341	411	398	378	340				
APPEALS PROCESSED	4	6	5	6	7				
INCARCERATED PERSONS CASES	0	0	0	1	0				
CIVIL COMMITMENTS (Chapter 980)	0	0	0	0	0				
PASSPORT APPLICATIONS PROCESSED				143					
OCCUPATIONAL LICENSE APPLICATIONS				0					
JURY TRIALS HELD				10					
MISCELLANEOUS DATA									
<p>State tax liens, transcript judgments, foreign judgments, construction liens, maintenance liens, hospital liens, property tax liens, DWD warrants and executions, lists of officers, oaths of office, and Judicial appointments are processed and recorded in this office as well, but not included in the above listed categories.</p>									
<p>This office maintains the daily scheduling and court calendaring for Judge Wood as well as coordinating dates with other Judges that have been assigned to Adams County cases. We scheduled out-of-county Judges for Adams Co. cases 60 times in 2016. We also have 2 Court Commissioners that have schedules/calendars that we maintain on a weekly basis. It is our responsibility to report the case filings and closings to the Wisconsin Information System through CCAP. We must also report all monies that pass through this office and that of the office of the Register in Probate to CCAP. In August of 2016 we became the 5th county in the state to implement mandatory e-filing for all civil, family, paternity, and small claim cases; the District Attorney's office and Child Support Agency also jumped on board with us and began e-filing all summons and complaints for their case types at that time. The arched windows in Courtroom A had shades installed which completed the improvements that began in Dec. of 2015. Two deputies left employment with my office in June; I only refilled one of the deputy positions due to a decrease in the workload after we became paperless and implemented e-filing.</p>									
page 3									



**Wisconsin Department of Agriculture,  
Trade and Consumer Protection**

Division of Animal Health

PO Box 8911, Madison, WI 53708-8911 - **NOT A MAILING ADDRESS! SEE BELOW!**

Phone: 608-224-4872 Fax: 608-224-4871

## ANNUAL DOG LICENSING REPORT FOR 2016

CH. 174, WIS. STATS.

<b>COUNTY OF:</b> Adams	<b>ADDRESS:</b> PO Box 278
	<b>CITY, ZIPCODE:</b> Friendship, WI 53934
<b>CONTACT NAME:</b> Barb Waugh	<b>EMAIL:</b> barb.waugh@co.adams.wi.us
<b>CONTACT PHONE:</b> 608-339-4200	<b>RETURN BY APRIL 1, 2016</b>

DOGS LICENSED BY TOWN, VILLAGE OR CITY TREASURERS			TOTAL FEES
Number of Males	136 @	\$13.00 fee =	\$1,768.00
Number of Females	91 @	\$13.00 fee =	\$1,183.00
Number of Neutered Males	602 @	\$8.00 fee =	\$4,816.00
Number of Spayed Females	585 @	\$8.00 fee =	\$4,680.00
Number of dogs 5 months old after July 1	0 @	\$6.50 fee =	\$0.00
Number of Neutered dogs 5 months old after July 1	2 @	\$4.00 fee =	\$8.00
Number of Multiple dog licenses	23 @	\$35.00 fee =	\$805.00
Dogs in excess of 12 per multiple dog license	107 @	\$3.00 fee =	\$321.00
<b>TOTAL FEES</b>			<b>\$13,581.00</b>
<b>MISSING DOG TAGS</b>			<b>2</b>
<b>AMOUNT PAYABLE TO WI DEPARTMENT OF ADMINISTRATION (5% of total fees)</b>			<b>\$679.05</b>
<b>Amounts and dates paid</b>	\$0.00 mm/dd/yy	\$0.00 mm/dd/yy	\$0.00 mm/dd/yy
<b>TOTAL AMOUNT PAID BY COUNTY FOR DOG DAMAGE CLAIMS IN 2016</b>			<b>\$0.00</b>
<b>NUMBER OF FREE TAGS FOR SERVICE DOGS</b>			<b>1</b>

**Please complete and email (preferred method) or fax this report before April 1, 2017 to:**

Email: gena.goldade@wisconsin.gov

Fax: 608-224-4871 (Attn: Gena Goldade)

**You may mail your report to the address below *only* if you have no access to email or fax:**

WDATCP

DAH-Attn: Gena Goldade

PO Box Lockbox 93598

Milwaukee, WI 53293-0598

Personal information you provide may be used for purposes other than that for which it was originally collected-s. ATCP

15.04(1)(m), Wis. Stats.

ADAMS COUNTY CLERK  
DOG LICENSE REPORT  
2016

Municipality/County	Males	Neutered Males	Females	Spayed Females	Total	Kennel	Extra Kennel
Town of Adams	4	35	3	27	69		0
Town of Big Flats	4	22	1	22	49		0
Town of Colburn	0	10	3	1	14		0
Town of Dell Prairie	2	39	2	43	86		0
Town of Easton	7	24	5	26	62		0
Town of Jackson	7	20	6	34	67		0
Town of Leola	8	8	0	6	22		0
Town of Lincoln	4	15	0	13	32		0
Town of Monroe	0	18	1	15	34		0
Town of New Chester	2	16	1	9	28		0
Town of New Haven	6	21	4	22	53		0
Town of Preston	1	22	0	19	42		0
Town of Quincy	3	27	1	31	62		0
Town of Richfield	6	10	1	6	23		0
Town of Rome	9	72	10	68	159		0
Town of Springville	8	48	3	35	94		0
Town of Strong's Prairie	5	23	6	19	53		0
Village of Friendship	3	4	1	5	13		0
City of Adams	16	37	9	34	96		0
City of Wisc. Dells	0	0	0	0	0		
County Treasurer	41	131	34	150	356	23	107
Totals	136	602	91	585	1414	23	107

County Treasurer issued 0 male/0 female puppy licenses at \$6.50 each.

1 neutered male and 1 spayed female puppy licenses at \$4.00 each.

2 replacement license at no charge, \$415.00 in regular late fee, \$150.00 in kennel late fees.

1 free service dog

missing 2

FA-2 (Rev 12-13)

Wisconsin Department of Agriculture, Trade & Consumer Protection, Fair Coordinator, Division of Agricultural Development  
2811 Agriculture Drive, PO Box 8911, Madison, WI 53708-8911

## ANNUAL REPORT

(Do NOT add, change or delete lines)

Adams Co

Fair &/or Agricultural Society for the year 2016 which is made in  
concordance with the provisions of State Law. The State Aid Law requires that this be filed on or before  
December 31 of the calendar year in which the fair is held.

## RECEIPTS

Administrative Income.....	\$ <u>5<sup>12</sup></u>
Id-State.....	<u>3738<sup>69</sup></u>
Id-County & Other Governmental.....	<u>5000<sup>00</sup></u>
Advertisements.....	<u>—</u>
Gate Receipts.....	<u>13692<sup>00</sup></u>
Grandstand (Include Tax).....	<u>—</u>
Ice Rental to Concessionaires & Commercial.....	<u>2376<sup>00</sup></u>
Contest Entry Fees.....	<u>6151<sup>00</sup></u>
Air Operated Concessions.....	<u>—</u>
Ball and Pen Fees.....	<u>—</u>
Exhibitor Entry Fees.....	<u>652<sup>00</sup></u>
Gifts.....	<u>—</u>
Loans.....	<u>—</u>
Use of Grounds Rentals (Non-Fair Income) <u>Utilities</u> .....	<u>2630<sup>93</sup></u>
Sponsorships, Donations, etc.....	<u>13575<sup>00</sup></u>
Merchandise, Sold.....	<u>200<sup>00</sup></u>
Milk Sales.....	<u>—</u>
Fairest of the Fair Contest.....	<u>—</u>
Endor (Recovery) Insurance.....	<u>70<sup>00</sup></u>
Carnival Income.....	<u>7515<sup>00</sup></u>
Animal Sale.....	<u>—</u>
Merchandise.....	<u>—</u>
Miscellaneous (Itemize Items over \$500)	
a. _____ d. _____	
b. _____ e. _____	
c. _____ f. _____	
Total Miscellaneous.....	<u>5225<sup>69</sup></u>
Total Receipts.....	<u>55605<sup>69</sup></u>
Cash on hand (last report).....	<u>23576<sup>38</sup></u>
Total.....	<u>79182<sup>07</sup></u>

## DISBURSEMENTS

Administrative Expense.....	\$ <u>23296<sup>5</sup></u>
All Federal Taxes.....	<u>—</u>
All State Taxes.....	<u>—</u>
Salaries and Cost for Service.....	<u>4890<sup>90</sup></u>
Officers' Salaries and Expense.....	<u>5693<sup>15</sup></u>
Superintendents and Assistants.....	<u>—</u>
Judges.....	<u>1640<sup>00</sup></u>
Premiums.....	<u>5517<sup>25</sup></u>
Supplies, Ribbons & Trophies.....	<u>901<sup>75</sup></u>
Printing, Premium Books & Programs.....	<u>503<sup>13</sup></u>
Advertising.....	<u>3011<sup>85</sup></u>
Association Dues & Memberships.....	<u>390<sup>20</sup></u>
Insurance.....	<u>3924<sup>00</sup></u>
Utilities.....	<u>17294<sup>98</sup></u>
Rental of Equipment.....	<u>—</u>
Special Acts, Features & Contests.....	<u>17202<sup>73</sup></u>
Fair Operated Concessions.....	<u>—</u>
Merchandise, Bought for Resale.....	<u>—</u>
Maintenance, Buildings & Grounds.....	<u>4641<sup>45</sup></u>
Fairest of the Fair Contest.....	<u>—</u>
Plant & Equipment, Permanent.....	<u>—</u>
Meat Animal Sale.....	<u>—</u>
Interest on Loans.....	<u>—</u>
Repayment of Loans.....	<u>—</u>
Miscellaneous (Itemize Items over \$500)	
a. _____ d. _____	
b. _____ e. _____	
c. _____ f. _____	
Total Miscellaneous.....	<u>57944<sup>04</sup></u>
Total Disbursements.....	<u>57944<sup>04</sup></u>
Cash on hand.....	<u>21241<sup>03</sup></u>
Total.....	<u>79182<sup>07</sup></u>

STATEMENT MUST BALANCE

## FINANCIAL STATEMENT

As of 3 December 2016, 2014

ASSETS		LIABILITIES	
Cash.....	\$ <u>21241<sup>03</sup></u>	Payables.....	
Receivables.....		Bonds, Mortgage Loans.....	
Land ( <u>Adams Co owns</u> ) <u>12</u> acres <u>rounds</u>			
Buildings.....	<u>Totally</u>		
Fixtures, Furniture & Equipment.....	<u>54558<sup>93</sup></u>	Capital Stock Outstanding.....	
		Surplus.....	
Total.....	<u>75799<sup>96</sup></u>	Total.....	<u>75799<sup>91</sup></u>

## AFFIDAVIT OF OFFICERS

State of Wisconsin

County of Adams

JAMES C GRABANSKI, Treasurer, and LIANA CLAVIN, Secretary  
of the above-named Agricultural Society, being severally duly sworn on oath depose and say that the foregoing is a  
true and correct statement of receipts and disbursements of the said Society for the past year and a true and correct  
statement of attendance at its annual fair held on

21-24 July 2016, 2015

Subscribed and sworn before me on this

6th 2017  
A.D., 2017

day of

January

Liana Clavin President  
James Grabanski Treasurer  
Liana Clavin Secretary

Amy J Wiessinger  
NOTARY PUBLIC  
Amy J Wiessinger  
STATE OF WISCONSIN



## ATTENDANCE RECORD

(Please complete accurately for the Annual Report)

(Do not alter or reformat this document)

## REGULAR GATE ATTENDANCE

	Number of Tickets Sold		Price of Each Ticket		Total Dollar Amount
Adults	1711	x	8 <sup>00</sup>		
by ticket price -	Friday & Sunday Paid	x	Gate	=	13692
early entry, etc.		x			
Children	Under 13 free	x			
		x		=	
		x			
Senior Citizens		x			
		x		=	
		x			

## SEASON GATE ATTENDANCE

Multiply the number of season ticket sold by the number of days the fair was held for which admission was charged, which will give total admissions. Each ticket price will have its own line.

	Number of Tickets Sold (Will enter from table below)		Number of Fair Days		Total Admissions
Adults	0	x	Friday & Sunday Paid	=	0
Children	0	x	Friday & Sunday Paid	=	0
Senior Citizens	0	x	Thursday & Saturday free	=	0
Exhibitor	0	x		=	0

	Price of Season Tickets		Number of Tickets Sold		Total Admissions
Adults	Do not sell season		tickets		
by ticket price - pre		x		=	0
sales, etc.		x			
Children		x			
		x		=	
		x			
Senior Citizens		x			
		x		=	
		x			
Exhibitor	8 <sup>00</sup>	x	80		
		x		=	652 <sup>00</sup>
		x			

Total NUMBER of PAID Admissions

Regular and Season

NUMBER of Children and others free

TOTAL NUMBER ATTENDANCE

1793 0 PAID Admission only on  
 Thursday & Saturday  
 Friday & Sunday  
 impossible to  
 TOTAL

TOTAL DOLLAR AMOUNT

14344<sup>00</sup>

(Do not alter or reformat this document)

## VEHICLES

(Do NOT add, change or delete lines)

	Number of Vehicles	Price of Each Ticket
Single Vehicles - use a row for each price		
	No charge for parking	
Season Vehicles - use a row for each price		
TOTAL parking		0.00
GRAND TOTAL: Gate Receipts & Parking		* 14344 =

## GRANDSTAND

(Do NOT add, change or delete lines)

	Number of Tickets		Price of Each Ticket		Total Dollar Amount
Adults - use a row for each price		x		=	
		x		=	
		x		=	
Children - use a row for each price		x		=	
		x		=	
		x		=	
Other: (Teen, Senior, etc.) List:					
		x		=	
		x		=	
		x		=	

TOTAL PAID Admissions

free 0

Grandstand Only

Children &amp; Others Free

free

Grandstand Only

TOTAL Attendance (Grandstand)

free 0

Cash (over or under)

\$ \_\_\_\_\_

TOTAL Grandstand

\$ ' \_\_\_\_\_

**RESOLUTION RECOGNIZING DENNIS PREMO  
FOR HIS YEARS OF SERVICE TO ADAMS COUNTY**

**INTRODUCED BY:** Highway Committee

**INTENT & SYNOPSIS:** To recognize Dennis Premo's retirement on April 1, 2017, and honor his 30 years of service to Adams County and the Adams County Highway Department.

**FISCAL NOTE:** NONE.

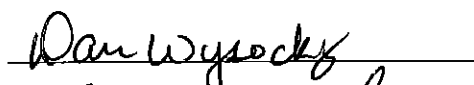
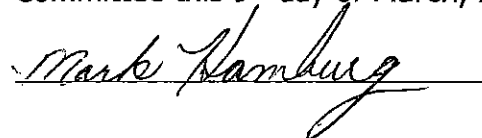

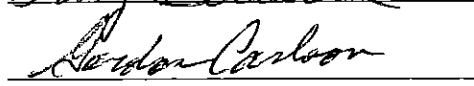
**WHEREAS:** The County of Adams wishes to take this opportunity to express its appreciation to Dennis Premo for 30 years of service and dedication to Adams County; and

**WHEREAS:** Acknowledgement is given to Dennis Premo for his years of conscientious and dedicated service to the citizens of Adams County;

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors that:

- The County Board, on behalf of the residents of Adams County, does hereby commend Dennis Premo for his 30 years of dedicated and conscientious service as an Adams County employee.
- Further, that best wishes are extended to Dennis Premo for a long and enjoyable retirement.

Recommended for adoption by Highway Committee this 9<sup>th</sup> day of March, 2017.

	
	_____
	_____

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
Tabled \_\_\_\_\_ day of March, 2017.

_____	_____
County Board Chair	County Clerk

- ☒ Reviewed by Corporation Counsel
- ☒ Reviewed by Administrative Coordinator/Director of Finance

**RESOLUTION TO DESIGNATE THE WEEK OF APRIL 3-7, 2017 AS WORK  
ZONE AWARENESS WEEK IN ADAMS COUNTY**

**INTRODUCED BY:** HIGHWAY COMMITTEE

**INTENT & SYNOPSIS:** to designate the week of April 3-7, 2017 as Work Zone Awareness Week in Adams County.

**FISCAL NOTE:** None

**WHEREAS:** National Work Zone Awareness Week is April 3-7, 2017; and

**WHEREAS:** construction and maintenance activities on our streets and highways periodically require work zones be established; and

**WHEREAS:** work zones often require narrowed lanes, lane shifts, temporary pavement, reduced speeds, evening and overnight work hours; and

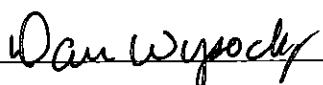

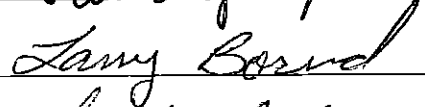
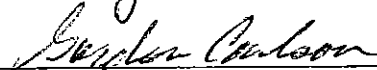
**WHEREAS:** work zones also include locations where emergency vehicles, utility vehicles, tow trucks, law enforcement, fire and EMS services are operating with their lights flashing, requiring motorists to move over or slow down; and

**WHEREAS:** annually, Wisconsin suffers approximately 1,600 accidents, 686 injuries, and 8 fatalities per year in work zones on average.

**NOW THEREFORE, BE IT RESOLVED** that the Adams County Board of Supervisors designates the week of April 3-7, 2017 as Work Zone Awareness Week in Adams County; and

**BE IT FURTHER RESOLVED** that the publication of this resolution may occur through posting in accordance with Wis. Stats. §985.02.

Recommended for adoption by the HIGHWAY COMMITTEE this 9<sup>th</sup> day of March, 2017.

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this

Tabled \_\_\_\_\_ day of March, 2017.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk



Reviewed by Corporation Counsel



Reviewed by County Manager/Administrative Coordinator

**RESOLUTION TO APPROVE THE CONVEYANCE OF HIGHWAY RIGHT-OF-WAY TITLE TO THE WISCONSIN DEPARTMENT OF TRANSPORTATION**

**INTRODUCED BY:** Highway Committee

**INTENT & SYNOPSIS:** To Convey Highway Right-of-Way Title to the Wisconsin Department of Transportation.

**FISCAL NOTE:** NONE. Transaction is exempt from fees

**WHEREAS:** Adams County purchased certain right-of-way interests as more fully described on the "Quit Claim Deed – Right of Transfer," a copy of which is attached hereto; and

**WHEREAS:** The Wisconsin Department of Transportation issued an Order to County to Convey Highway Right Of Way Title (Order to Convey) on March 2, 2017 directing the County Clerk and the County Highway Commissioner to convey said lands being held in the County's name in trust for the State of Wisconsin;

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors that: approves the conveyance of the within described real estate to the Wisconsin Department of Transportation, and that the County Clerk shall issue an original "Quit Claim Deed – Right of Transfer" upon adoption of this Resolution.

Recommended for adoption by Highway Committee this 9<sup>th</sup> day of March, 2017.

<u>Dan Wysocky</u>	<u>Mark Hamburg</u>
<u>Larry Boush</u>	
<u>Gordon Carlson</u>	

Adopted \_\_\_\_\_  
 Defeated \_\_\_\_\_ by the Adams County Board of Supervisors this  
 Tabled \_\_\_\_\_ day of March, 2017.

_____ County Board Chair	_____ County Clerk
-----------------------------	-----------------------

☒ Reviewed by Corporation Counsel  
☒ Reviewed by Administrative Coordinator/Director of Finance

**QUIT CLAIM DEED – RIGHT OF WAY TRANSFER**

Wisconsin Department of Transportation  
 Exempt from fee [s. 77.25(2r) Wis. Stats.]  
 RE1026 04/2013

THIS DEED, made by **Adams County**, GRANTOR, quit claims to the **State of Wisconsin, Department of Transportation**, GRANTEE, by direction and order of the Wisconsin Department of Transportation, dated **March 2, 2017**, pursuant to Section 84.09(3)(b), Wisconsin Statutes, the following parcels of land in **Adams County**, State of Wisconsin.

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to  
 Wisconsin Department of Transportation  
 North Central Region  
 510 North Hanson Lake Road  
 Rhinelander, WI 54501

Parcel Identification Number/Tax Key Number  
 None Assigned

Signature	<u>Dan Wysocky</u>	Date	<u>Mar 9 2017</u>
Print Name	<u>Dan Wysocky</u>		
Signature	<u>Larry Borod</u>	Date	<u>3-9-17</u>
Print Name	<u>Larry Borod</u>		
Signature	<u>Gordon Carlson</u>	Date	<u>3-9-17</u>
Print Name	<u>Gordon Carlson</u>		
Signature	<u>Mark Hamburg</u>	Date	<u>3-9-17</u>
Print Name	<u>MARK HAMBURG</u>		
Signature		Date	
Print Name			

3/9/17  
 Date

State of Wisconsin )

Adams ) ss.  
 County)

On the above date, this instrument was acknowledged before me by the named person(s).

Cindy Phillippe  
 Signature, Notary Public, State of Wisconsin  
Cindy Phillippe  
 Print Name, Notary Public, State of Wisconsin  
Jan 4 2021  
 Date Commission Expires

Project ID  
 DJ 4758

This instrument was drafted by  
 Wisconsin Department of Transportation

Parcel No(s).  
 22

3-10-2017

Date

State of Wisconsin

)  
ss.

Adams

County)

On the above date, this instrument was acknowledged before me by the named person(s).

Cheryl Kroening DEPUTY

Signature, Notary Public, State of Wisconsin

Cheryl Kroening

Print Name, Notary Public, State of Wisconsin

1-4-2021

Date Commission Expires

Cindy Phillippi 3/10/17

Signature

Date

Cindy Phillippi County Clerk

Adams County Clerk, Cindy Phillippi

LEGAL DESCRIPTION

Parcels of land acquired for highway purposes pursuant to order of the Wisconsin Department of Transportation, formerly State Highway Commission, and as shown on the road plans for project DJ 4758, Adams County, as said lands are more particularly described in the following recorded instruments:

Parcel No.	Grantor	Location	Volume	Page No.	Document No.
22	Christ Olsen	NW1/4, NW1/4, S20, T18N, R6E	153	163	201313 Mar 14, 1967



201313

STATE OF WISCONSIN

## AWARD OF DAMAGES FOR HIGHWAY RIGHT OF WAY

Subsection (2) of Section 83.08

VOL 153 PAGE 163

P21

County Adams

State Project No. 4758

Division Job. No. 4758

Sec. 20 Twp. 18N R 6E

State Highway No. 13

WHEREAS, it has been deemed necessary for the proper construction, improvement or maintenance of State Trunk Highway No. 13 to change or relocate the same; and

WHEREAS, the county highway committee of Adams County, State of Wisconsin, deems it necessary to acquire for the purposes of such construction, improvement or maintenance, a parcel of land owned by Christ Olsen, widower

Register's Office } ss

Received for record the 14 day  
of MAR. 1967 at 4:20  
o'clock P. M. and recorded in Vol.  
153 of Records page 163

subject to liens held by

such parcel of land being described as follows, to-wit:

Parcel No. 22

A piece or parcel of land located in the Northwest quarter of the Northwest quarter (NW 1/4) of Section twenty (20), Town eighteen (18) North, Range six (6) East, and more particularly described as follows:

A strip of land sixty (60) feet wide lying west of, and adjacent to, the following described centerline, excepting therefrom the lands now used for highway purposes:

Beginning at a point twenty-four (24) feet west of the center of the northwest quarter (NW 1/4) of said Section twenty (20) and extending thence north two degrees zero minutes east (N 2° 0' E) a distance of three hundred twenty (320) feet.

Containing 0.26 acres, more or less.

and containing 0.26 acres, more or less; and

WHEREAS, the county highway committee of the said county has endeavored and tried to secure the purchase of said lands by contract and has been unable to acquire and purchase the same for a price deemed reasonable by said county highway committee;

NOW, THEREFORE, the said county highway committee, acting under the provisions of subsection (2) of Section 83.08 of the Statutes at a meeting of said county highway committee held on this 14th day of July, 1966, hereby makes this its award of damages to the said above named owner(s) and lien holder(s) in the sum of Twenty five Dollars (\$25.00)

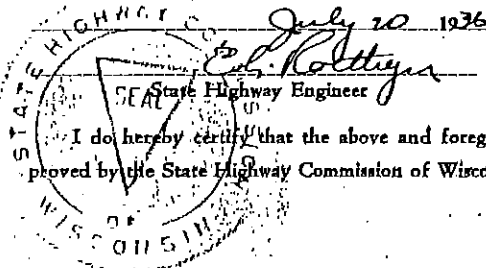
for the taking of said lands and damages accruing thereby to said land owner(s) and lien holder(s).

Recommended for approval:

July 16 1966  
W. J. Starnett  
Division Engineer

Recommended for approval:

Ervin York  
E. W. Cummings  
Walter Christensen  
County Highway Committee



I do hereby certify that the above and foregoing award made by the county highway committee was approved by the State Highway Commission of Wisconsin on the 14th day of July, 1966

Secretary

Wisconsin Delta-Wisconsin Rapids  
(Friendship-Big Flats)

DIVISION JOB NO. 4758 — ROAD—  
State Trunk HIGHWAY NO. 13 — Adams COUNTY — RELOCATION ORDER—

A resolution was presented to the Commission by the Secretary as follows:

Due to the proposed construction of the above named project which extends along State Trunk Highway No. 13, as located in the state trunk highway layout of 1923,

or subsequently located in accordance with the Statutes, from a point 438 feet north and 220 feet east of the west one-quarter corner of Section 5, Township 17 North, Range 6 East, and extending thence northeasterly and northerly to a point 1000 feet south and 1320 feet east of the northwest corner of Section 20, Township 18 North, Range 6 East,

it becomes necessary for the proper construction and improvement of said State Trunk Highway No. 13 to make certain relocations and to secure certain additional right of way. A plat of the said relocations and the right of way to be acquired, marked, "revised 1-13-37" Plat of Right of Way Required, Division Job No. 4758, Friendship-Big Flats Road, S.T. Highway No. 13, Adams County," was presented, the same being sheet No. 4 and 5 of the plans for said Division Job No. 4758.

THEREFORE, BE IT FOUND AND DETERMINED that the alignment shown on the plat marked, "revised 1-13-37" Plat of Right of Way Required, Division Job No. 4758, Friendship-Big Flats Road, S.T. Highway No. 13, Adams County," be approved; that the state trunk highway be and hereby is changed and relocated in accordance with said plat by authority granted the Commission under Section 83.08 of the Statutes; that the relocations shown thereon be ordered; that the state trunk highway as laid out by the Legislative Committee and the Highway Commission in 1923

or as subsequently located, between the limits shown on said plat, be and hereby is discontinued; that said state trunk highway be officially located as shown on the attached plat; that it is necessary to take for highway purposes, in order to carry out said improvement, the land within the limits of said highway as relocated and shown on said plat; that the State Highway Engineer be directed to order the construction of said Division Job No. 4758 along the alignment shown on the said plat and secure the right of way necessary for such construction in the manner provided by law for the acquirement of right of way in such cases. All previous actions of the Commission or other authority which conflict herewith are hereby rescinded.

It was moved and seconded that the resolution be adopted. Carried.

*Handwritten:*  
1/14/37

## STATE HIGHWAY COMMISSION

## STATE OF WISCONSIN

DIVISION JOB NO. 4758  
 WISCONSIN BELLS-WISCONSIN RAPIDS ROAD  
 (FRIENDSHIP-BIG PLATS)  
 STATE TRUNK HIGHWAY NO. 13  
 ADAMS COUNTY  
 RELOCATION ORDER

A resolution was presented to the Commission by the Secretary as follows:

Due to the proposed construction of the above named project which extends along State Trunk Highway No. 13, as located in the state trunk highway layout of 1923, or subsequently located in accordance with the Statutes, from a point 435 feet north and 220 feet east of the west one quarter corner of Section 6, Township 17 North, Range 6 East, and extending thence northeasterly and northerly to a point 1000 feet south and 1520 feet east of the northwest corner of Section 20, Township 18 North, Range 6 East, it becomes necessary for the proper construction and improvement of said State Trunk Highway No. 13 to make certain relocations and to secure certain additional right of way. A plat of the said relocations and the right of way to be acquired, marked "Revised 1-13-37, Plat of Right of Way Required, Division Job No. 4758, Friendship-Big Plats Road, S.T. Highway No. 13, Adams County," was presented, the same being sheets Nos. 4 and 5 of the plans for said Division Job No. 4758.

THEREFORE, BE IT FOUND AND DETERMINED that the alignment shown on the plat marked "Revised 1-13-37, Plat of Right of Way Required, Division Job No. 4758, Friendship-Big Plats Road, S.T. Highway No. 13, Adams County," has been approved; that the state trunk highway be and hereby is changed and relocated in accordance with said plat by authority granted the Commission under Section 52.03 of the Statutes; that the relocations shown thereon be ordered; that the state trunk highway as laid out by the Legislative Committee and the Highway Commission in 1923, or as subsequently located, between the limits shown on said plat, be and hereby is discontinued; that said state trunk highway be officially located as shown on the attached plat; that it is necessary to take for highway purposes, in order to carry out said improvement, the land within the limits of said highway as relocated and shown on said plat; that the State Highway Engineer be directed to order the construction of said Division Job No. 4758 along the alignment shown on the said plat and secure the right of way necessary for such construction in the manner provided by law for the acquisition of right of way in such cases. All previous actions of the Commission or other authority which conflict herewith are hereby rescinded.

It was moved and seconded that the resolution be adopted. Carried.

The Secretary of the State Highway Commission does hereby certify that the foregoing is a correct copy of the order of the said Commission in the said matter made at its meeting held January 23, 1937, and that the attached plat is a correct copy of the plat named in the order.

Copies of the said order and plat are hereby filed with the County Clerk and with the County Highway Committee of Adams County, in order that the said Committee may deal by contract with the owners of the land required for and of the premises to be affected by such change and make provision for such change within thirty days, as required by law.

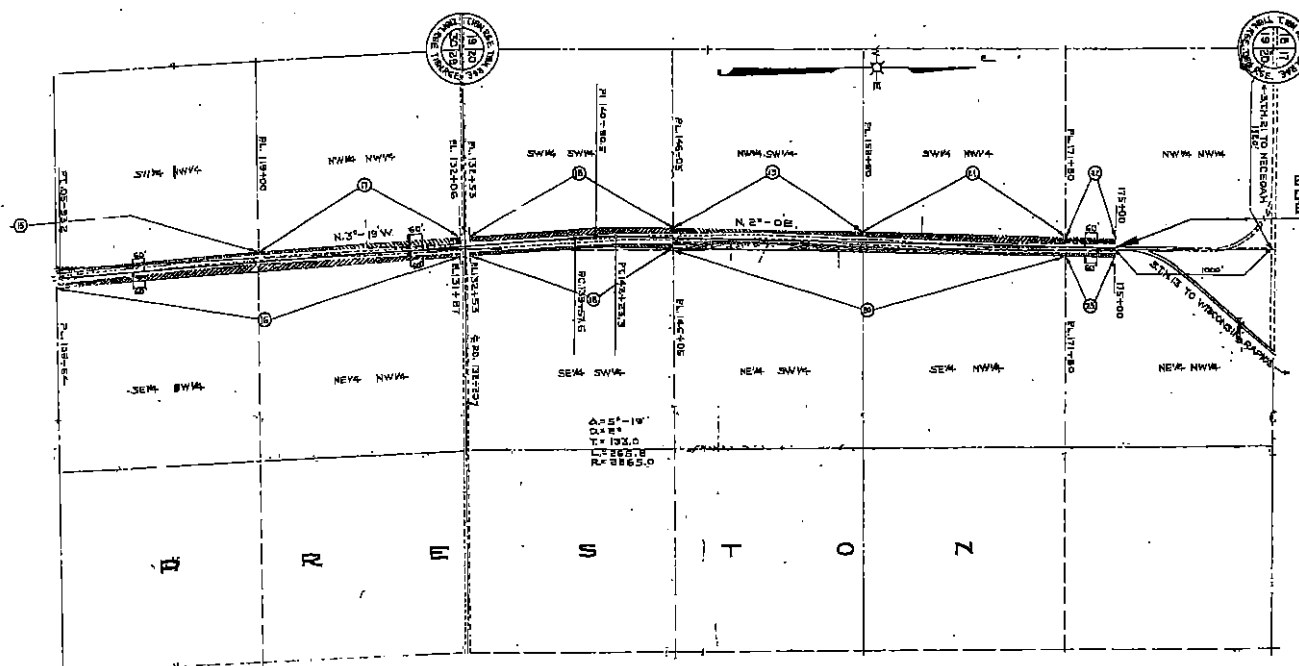
STATE HIGHWAY COMMISSION OF WISCONSIN,

By

*Thos. J. Paterson*  
 Thos. J. Paterson

FED. ROAD DIST. NO.	STATE	LOCAL PROJ. NO.	SHEET NO.	TOTAL SHEETS
4	WISC.	4758	5	

DIVISION JOB NO. 4758



END OF RELOCATION ORDER  
DIVISION JOB NO. 4758 STA. 175+00  
END OF STATE PROJ. NO. 4758 STA. 175+00

SCHEDULE OF R/W REQUIRED					
PAR.	OWNER	DESCRIPTION	ACRES	NEW PRICE 5000	ADJ. PRICE 5000
15	SEE SHEET 4				
16	CLARENCE, ROUS & P. SMITH	E 1/2 NW 1/4 SEC. 20 T18N. R. 6E.	2.51		
17	PETER JAWORSKI	NW 1/4 NW 1/4 SEC. 20 T18N. R. 6E.	0.65		55
18	E.A. NEMETZ	S 1/2 NW 1/4 SEC. 20 T18N. R. 6E.	1.69		
19	O.D. CHAPPEL	NW 1/4 NW 1/4 SEC. 20 T18N. R. 6E.	1.80		
20	ANTON KOUTSHY	N 1/2 NW 1/4 SEC. 20 T18N. R. 6E.	1.70		69
21	EDNA HILLS	SW 1/4 NW 1/4 SEC. 20 T18N. R. 6E.	1.12		
22	CHRIST OLSEN	NW 1/4 NW 1/4 SEC. 20 T18N. R. 6E.	0.86		
23	W.A. GORTON	NE 1/4 NW 1/4 SEC. 20 T18N. R. 6E.	0.14		

REVISION DATE

01-13-37  
09-14-05 NC

PLAT OF RIGHT OF WAY REQUIRED  
DIVISION JOB NO. 4758  
FRIENDSHIP - BIG FLATS ROAD  
S.T. HIGHWAY NO. 13 ADAMS COUNTY  
SCALE



Division of Transportation  
System Development  
North Central Region  
510 N. Hanson Lake Road  
Rhineland, WI 54501

Scott Walker, Governor **P25**  
Dave Ross, Secretary  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)  
Telephone: 715-365-5708  
Facsimile (FAX): 715-365-5780  
E-mail: [ncr.dtsd@dot.wi.gov](mailto:ncr.dtsd@dot.wi.gov)

March 2, 2017

PATRICK KOTLOWSKI  
ADAMS COUNTY HIGHWAY DEPARTMENT  
1342 CTH F  
ADAMS, WI 53910

SUBJECT: DJ 4758, Parcel 22  
NW1/4, NW1/4, Sec 20 T18N R6E  
Junction STH 13 – East County Line Road  
STH 21  
Adams County

Attached is an **Order to County to Convey Highway Right Of Way Title** (*Order to Convey*) for the above parcel. This order is issued under the provisions of Section 84.09(3)(b) Wisconsin Statutes, and directs the County Clerk and the County Highway Committee to convey certain lands or land rights originally acquired in the County's name and being held in trust for the State of Wisconsin. We have enclosed a copy of the Right of Way plat page, deed, and relocation order for your reference. Please have the Highway Committee act on this at the March 9, 2017 meeting and forward to the County Board to act on this matter at their March 21, 2017 County Board meeting.

Also enclosed is a **Quit Claim Deed** describing the subject right-of-way. Once the Highway Committee has acted on the *Order to Convey*, please have the Highway Committee members sign and notarize the conveyance and forward with the *Order to Convey* to the County Board. Once the County Board has acted on the matter, the County Clerk should sign and notarize the conveyance and return to me at Wisconsin Department of Transportation, 510 N. Hanson Lake Road, Rhineland, WI 54501. I have enclosed a prepaid business reply envelope for return of the signed Quit Claim Deed. If you have questions, please contact my Property Manager, Patricia Massino at 715-365-5766 or you may call me at 715-365-5745.

Thank you for your cooperation in this matter.

Brent L. Stella/bks  
NC Region Real Estate Supervisor

Enc.

cc: Cindy Phillippi, Adams County Clerk, PO Box 278, Friendship, WI 53934

**ORDER TO COUNTY TO CONVEY  
HIGHWAY RIGHT OF WAY TITLE TO STATE**

RE2170 04/2015

Wisconsin Department of Transportation

The County Highway Committee of Adams County, Wisconsin pursuant to the Order of the Wisconsin Department of Transportation acquired under Section 84.09, Wisconsin Statutes, or its predecessor, certain lands or interests. The title to lands or interests specified below is transferable to the State of Wisconsin pursuant to Section 84.09, Wisconsin Statutes on the Order of the Wisconsin Department of Transportation to the County Clerk and the County Highway Committee. It is ordered that the County Clerk and County Highway Committee convey to the State of Wisconsin without charge the title or easement acquired with the following parcel(s) of the Wisconsin Department of Transportation project designated below.

Parcel	Grantor	Location	Recording Data		
			Volume (Reel)	Page (Image)	Document Number
22	Christ Olsen	NW1/4, NW1/4, S20, T18N, R6E	153	163	201313 Mar 14, 1967

x



State Real Estate Manager Signature

3-2-17

Date

Brent L. Stella

Print Name

Project ID DJ 4758

Parcel No.(s) 22

## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 17A-2010 on December 21, 2010, which was effective upon publication on January 12, 2011, and which was approved by the town board of the Town of Preston on December 2, 2011, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On January 18, 2017, David S. & JoEllen Foster, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel (35.73 acres) of land in the Town of Preston, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on March 1, 2017, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, No. 17A-2010, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an R1 Single Family Residential District to an A2 Agricultural Transition District.


Property located in the SW ¼, NE ¼, Section 8, Township 18 North, Range 6 East, Lot 2 of CSM 5744 on State Road 13, Town of Preston, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of March, 2017.

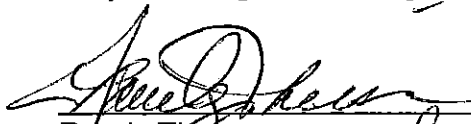
Recommended for enactment by the Adams County Planning and Zoning Committee on this 1<sup>st</sup> day of March, 2017.

  
Rocky Gilner, Chair

  
Barb Morgan, Vice Chair

  
Al Sebastiani

  
Larry Borud

  
Randy Thomsen

  
Larry Babcock/Dave Repinski

  
Fred Nickel/Derry Kotlowski

Enacted \_\_\_\_\_

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors

Tabled \_\_\_\_\_ this \_\_\_\_\_ day of March, 2017

John West, Board Chair

Cindy Phillippi, County Clerk



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

### ADAMS CO PLANNING & ZONING COMMITTEE

August 3, 2016 – Room A260 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

David S. & JoEllen Foster – Rezoning request of a parcel (35.73) from an R1Single Family Residential District to an A2 Agricultural Transition District of the Adams County Comprehensive Zoning Ordinance to allow agriculture use on property located in the SW ¼, NE ¼, Section 8, Township 18 North, Range 6 East, Lot 2 of CSM 5744 on State Road 13, Town of Preston, Adams County, Wisconsin.

Appearing for with testimony: Attorney John Orton representing the Fosters and Joellen Foster spoke.

Appearing for without testimony: Dave Foster.

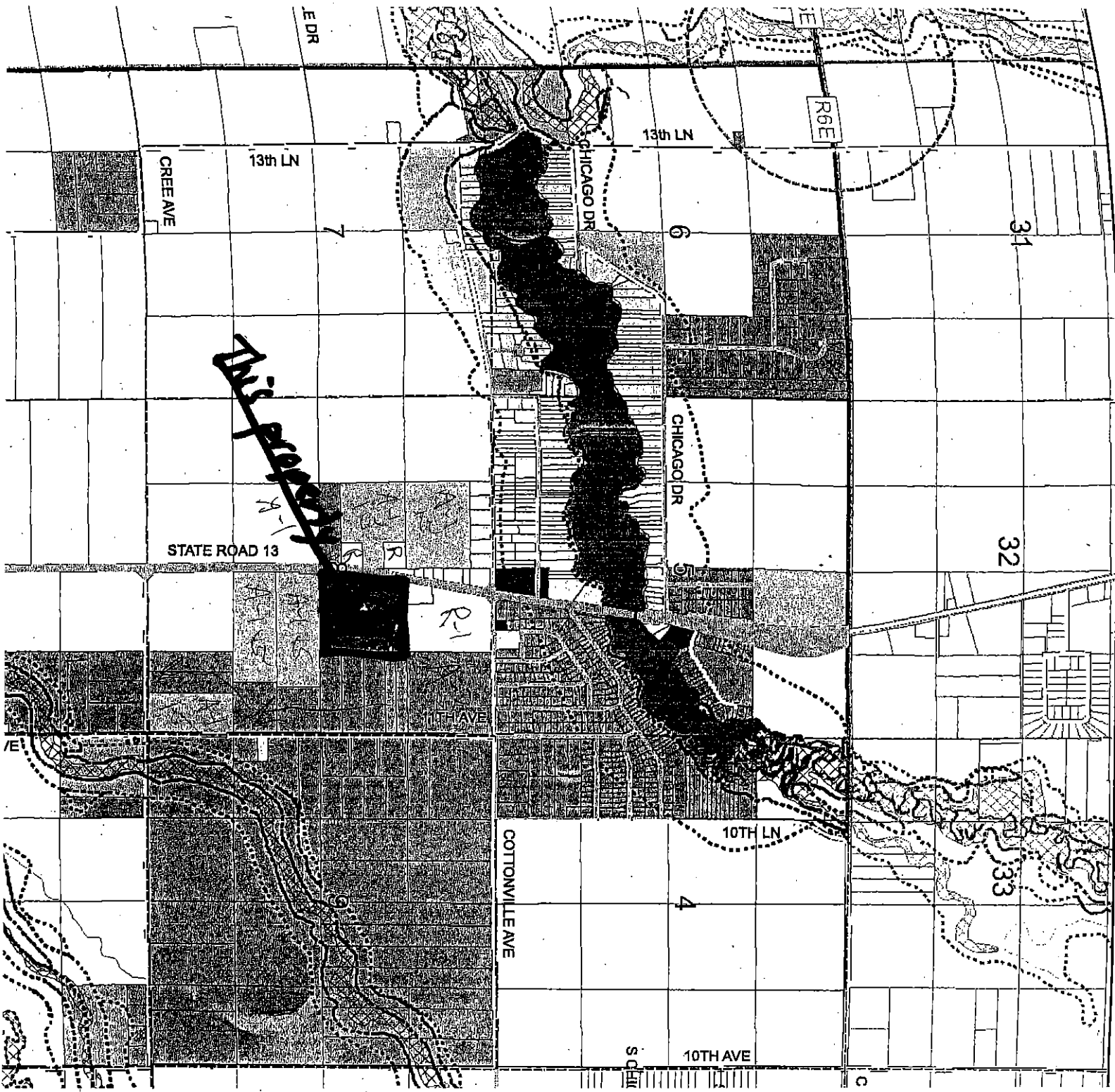
Appearing against: Guy Groshek, Michelle Dayboll, Richard Matzke.

Correspondence: Notification from the Town Board of Preston that they object to the request because it does not encourage residential growth, does not generate employment and will reduce taxes.

Disposition: Barb Morgan made a motion to approve the request and forward that recommendation, to the County Board for final action. Jerry Kotlowski seconded the motion. Roll Call Vote: 7 -Yes. 2 – No. (Theisen, Gilner) Motion carried.



# T.18N. Zon Adams Count



ORDINANCE NO. 6 -2017  
**ADAMS COUNTY ORDINANCE ESTABLISHING  
 ATV/UTV HIGHWAY CROSSING/ROUTES**

The County Board of Supervisors of the County of Adams does ordain as follows:

1. Authority and General. Except as otherwise specifically provided in this Ordinance, the statutory provisions of Wis. Admin. Code NR64 (ATV), Wis. Stats. chs. 340 to 348 (vehicles, registration, title and anti-theft, operators' licenses, financial responsibility, civil and criminal liability, rules of the road, equipment of vehicles, vehicles size weight and load) and ch. 350 (Snowmobiles), and as they may be modified from time to time, are incorporated herein by reference.
2. Policy. The "Adams County Highway Committee Policy for ATV/UTV Routes and Trails" is attached hereto and incorporated herein as if stated in full.
3. Prior Ordinance Rescinded. This Ordinance rescinds Adams County Ordinance 57-2004 in its entirety.

**NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain** that the foregoing ordinance is adopted, and further that Adams County Ordinance No. 57-2004 is rescinded in its entirety.

Recommended for enactment by the Highway Committee this 9<sup>th</sup> day of March, 2017.

Dan Wypocky                      Mark Hamburg  
Larry Board                      \_\_\_\_\_  
Gordon Carlson                      \_\_\_\_\_

Enacted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_  
 by the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Chairman                      County Clerk  
 Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

☒ Reviewed by Corporation Counsel

## **ADAMS COUNTY HIGHWAY COMMITTEE POLICY FOR ALL-TERRAIN VEHICLE (ATV) AND UTILITY TERRAIN VEHICLE (UTV) ROUTE DESIGNATION ON THE COUNTY TRUNK HIGHWAY SYSTEM**

The Adams County Highway Committee recognizes that ATV/UTV use within the County is on the increase and has been increasing despite the lack of ATV/UTV routes on the Adams County Trunk Highway System. An ATV/UTV route is a highway, or section of highway, designated for the use of ATV/UTVs by the governmental agency having jurisdiction.

A route is generally recognized as a means to connect municipal routes and the terminal ends of a trail when they are obstructed by impediment. The Wisconsin state statutes give the Counties the authority to accommodate ATV/UTVs on County Trunk Highways designated as routes. The single most important route consideration is the safety of all users.

### **NEW ATV/UTV ROUTE APPLICATIONS**

The application form for a new route must be completed and approved by a municipality within Adams County and shall be forwarded to the Adams County Highway Department for consideration. Applications may be for multiple routes within a municipality and may be submitted at any time. Any change in an existing approved route will cause that route to be considered as new and cause a new route application to be submitted. The New Route Application fee is \$150 and shall be included with the application.

To determine if an application qualifies for further consideration, the Highway Department will evaluate it based upon the following criteria:

- Was the application submitted complete with a route map?
- Has the applicant notified all property owners by US Mail, published the proposal as a Class 2 Notice and held a public meeting concerning the proposed route?
- Have alternative routes been investigated leaving no other practical options other than the use of the CTH?
- Is the route being requested for one of the following reasons:
  - Connects trails or municipal road route networks
  - Safety issues
  - Access to business or services
- Length of segment requested
- Posted speed limit of the roadway
- Traffic volume on requested segment
- Vertical or horizontal alignment safety concerns

## **ACCEPTED APPLICATIONS**

If the application is qualified, the Highway Department shall request input and approval from the Sheriff's Office.

The application will be reviewed with the applicant so that all needed information can be exchanged, and, all requirements and restrictions can be explained. Additionally, signage requirements and other costs to execute the project will be identified. Once the applicant has met all requirements of this policy, the Highway Department shall notify the Highway Committee of its findings

Following due consideration of public input, economic and recreational value of connecting trails and municipal routes, weighted against public dangers, public health, liability aspects, terrain involved, traffic density and history of automobile and truck traffic; the Adams County Highway Committee is authorized to establish necessary and reasonable ATV/UTV routes on the County Trunk Highway System. New route approvals are valid until March 31<sup>st</sup> of the following year.

After Highway Department approval, an ordinance amendment must be drafted and submitted to the Adams County Board of Supervisors for approval. If approved by the Board, the County Clerk must send a copy of the route ordinance to the DNR and to law enforcement agencies having jurisdiction.

The County Highway Department, as the maintaining authority for highways designated as ATV/UTV routes, shall have oversight of the installation of signage in compliance with Wisconsin Statute Chapter NR 64. All costs for signage, installation, maintenance and removal shall be borne by the requesting municipality. Additionally, all maintenance costs that arise for the highways due to ATV/UTV traffic or damage shall be charged to the requesting municipality. The municipality may assist the department in the installation of signs under the direction of department staff to help defer costs of installation.

## **ROUTE RENEWAL APPLICATIONS**

The municipality must renew all routes annually by submitting them with a \$50 renewal fee to the Highway Department on or before January 1st.

To determine if a renewal application is approved, the Highway Department will evaluate it based upon the following criteria:

- Was the application submitted on time and complete?
- Is the route exactly as previously approved?
- Were there any incidents or complaints reported to the DNR or other law enforcement?
- Is there any significant negative public input?
- Is there signage or route maintenance needed?
- Have all previous costs been paid?

Route renewals may be approved or denied by the Highway Commissioner. If they are approved, they are valid until March 31<sup>st</sup> of the following year.

## APPLICATION DENIAL OR ROUTE CLOSURE

If an application is denied, the Highway Commissioner shall notify the applicant in writing and explain the reason for the action.

Additionally, the Highway Commissioner shall have the authority to suspend or close a route subject to review and final determination by the Highway Committee. Temporary signs indicating the route closure will be erected. Should the designated route be permanently closed, the route signage will be entirely removed.

If an application is denied, or a route revoked, the applicant may request a review of the decision. The request must be in writing and received by the Highway Department within 30 days of the action. The Highway Committee shall then schedule a hearing within 60 days of receipt. The person making the request shall be given written notice of the hearing and at the hearing shall have the opportunity to present evidence to the committee concerning the reasons for the request.

Within 30 days of the hearing, the Adams County Highway Committee shall make its decision regarding the request. The Highway Committee may reverse, confirm, or modify the previous decision. The Highway Department shall take action in conformance with the committee's decision.

This policy shall become effective upon passage by the Adams County Board of Supervisors of an ordinance designating ATV/UTVs routes and their regulation on the County Trunk Highway System.

Adopted this 9<sup>th</sup> day of March, 2017 by the Adams County Highway Committee.

Dan Wyszocky  
Larry Benson  
Gordon Carlson

Mark Hamburg

# **ATV/UTV Route Designate Application for the Adams County Trunk Highway System**

<b>ALL APPLICATIONS</b>	Municipality _____		Date of Application _____	
	<b>Please complete for the person that is authorized to represent the Municipality.</b>			
	Contact Name _____	Contact Phone _____		
	Street _____			
	Address _____	City _____	State _____	Zip _____
	Email _____			
	Address _____			
	Application Type and Fee	New \$150 <input type="checkbox"/>	Renewal \$50 <input type="checkbox"/>	Attached? <input type="checkbox"/>
<b>**NEW APPLICATIONS</b>	1) Attach a map of the requested Route. Indicate the trail-ends and approved municipal routes to be connected. Additionally, highlight and list businesses that will be served. <div style="float: right; text-align: right;">Attached? <input type="checkbox"/></div>			
	2) Attach a list of all property owners on the proposed route and the notice mailed to them. <div style="float: right; text-align: right;"><input type="checkbox"/></div>			
	3) Indicate the date that the Public Meeting was held to discuss the route. <div style="float: right; text-align: right;">_____ <input type="checkbox"/></div>			
	4) Attach the municipal resolution authorizing the Route. <div style="float: right; text-align: right;"><input type="checkbox"/></div>			
	*Route on County Trunk Highway _____		Length of Route _____ Miles	
	Starting _____		GPS _____	
	Ending _____		GPS _____	
	*Reason Route is needed:			
	_____			
	_____			
*Are there any "Use" restrictions recommended by the Municipality?				
_____				
_____				
_____				
<b>ALL APPS</b>	1) Attach map of route. <input type="checkbox"/>		2) Are there ANY changes from last year's approved route? (Yes / No)	
	Note: if any change has been made from last year's approved route the application must be submitted as "New"			
	Applicant Signature (Municipality) _____		Date _____	

\*\*New Applications

Comments/restrictions applying to this application:

# of Signs Needed: \_\_\_\_\_ ATV/UTV Silhouette \_\_\_\_\_ Route Arrows \_\_\_\_\_ Start/End \_\_\_\_\_

Purchase \$ \_\_\_\_\_ Installation \$ \_\_\_\_\_ Annual Mainten. \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Reviewed with Applicant on \_\_\_\_\_ By \_\_\_\_\_

Highway Department: Approved ☐ Disapproved ☐ By \_\_\_\_\_

Sheriff's Department: Approved ☐ Disapproved ☐ By \_\_\_\_\_

Adams County Highway Committee: Approved ☐ Denied ☐ Date \_\_\_\_\_

Were there any incidents in the prior year? Yes / No Count \_\_\_\_\_

Were there significant complaints? Yes / No Count \_\_\_\_\_

Comments: \_\_\_\_\_

Application Renewal

Highway Department: Approved ☐ Denied ☐ By \_\_\_\_\_

Sheriff's Department: Approved ☐ Denied ☐ By \_\_\_\_\_

Is there any required signage or route maintenance needed? Yes / No

Have all previous costs been paid? Yes / No

Comments: \_\_\_\_\_

Highway Commissioner \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

**ATV**

Ebben, Bob

Sent: Thursday, March 02, 2017 5:42 PM

To: patndon@wctc.net

Cc: rjcitterz@solarus.biz

March 9, 2017

To;

Adams County Highway Commission

Adams County Board of Supervisors

Several of us attended the public informational meeting at the Rome Town Hall , February 22, 2017 to learn more about the planned reconstruction of County Road Z, from Alpine to The Wood County Line.

The Highway Commissioner and representatives from the Engineering Firm were patient and clear in their explanation of the project.

We were disappointed to learn there are no provisions in the plan to allow atv or snowmobile access to Romano's Restaurant or access to Town Roads and atv trails for properties separated from those facilities by County Road Z.

We understand, from the meeting, the Highway Commission is working on potential wording for an access regulation, to be presented to the Adams County Board of Supervisors.

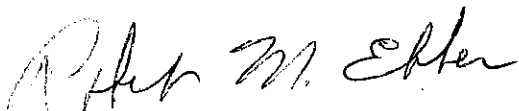
We are sure you recognize the substantial contribution that recreation and tourism generate in the Adams County economy.

It is not equitable that some business owners and some property owners, as well as visitors and other residents of the County be prevented from accessing and using the recreational trails of the County to the fullest extent possible.

We respectfully request that The Highway Commission and the Board of Supervisors enact soon, a plan that will allow, across the County, Recreational vehicle access to all businesses and access to recreational vehicle trails to all residents, including those who do not reside on Town Roads.

Thank you for your consideration.

Signature



Address

127 County Rd 2  
Meloosa  
54457



**Pat & Don Dathe**

---

**From:** Ebben,Bob <Bob.Ebben@edwardjones.com>  
**Sent:** Thursday, March 2, 2017 5:42 PM  
**To:** undisclosed.for.privacy  
**Subject:** ATV

March 9, 2017

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Signature

*Tom Waszak*

Address

*123 County Rd Z -  
Neboosa*

Bob Ebben  
Financial Advisor  
Edward Jones  
940 Pepper Ave  
Wisconsin Rapids, WI 54494  
(715) 424-4100  
[www.edwardjones.com](http://www.edwardjones.com)

If you are not the intended recipient of this message (including attachments) or if you have received this message in error, immediately notify us and delete it and any attachments.

**Pat & Don Dathe**

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129 Cty. Rd Z, Dekeosa, WI  
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Signature

*Mary M. Klemm*

Address

*119 Cty Rd 2*

*Nekoosa 54457*

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Signature

*Richard Rejcek*  
RICHARD  
REJCEK

*Joyce M. Rejcek*  
JOYCE  
REJCEK

Address 125 County Road Z  
Nekoosa, WI  
54457

**ORDINANCE 7-2017**  
**ORDINANCE ADOPTING**  
**COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE**

The County Board of Supervisors of the County of Adams does ordain as follows:

**WHEREAS:** The State of Wisconsin Public Records Board has approved a model County Records Retention/Disposition Schedule; and

**WHEREAS:** Pursuant to Wis. Stats. §19.21(4)(c), the County of Adams may provide for the keeping and preservation of public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting, and shall make such provision by Ordinance or Resolution; and

**WHEREAS:** Such public records which meet the standards set forth in Wis. Stats. sec. 16.61(7) are deemed to be an original public record; and

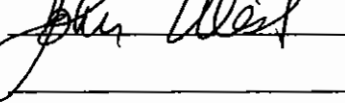
**WHEREAS:** Pursuant to Wis. Stats. §16.61(3)(b), the County of Adams may request the Wisconsin Department of Administration, Public Records Board, to safeguard the legal, financial and historical interests of the State in public records; and

**WHEREAS:** It is in the best interest of Adams County that a County Records Retention/Disposition Schedule be adopted.

**NOW THEREFORE, the Adams County Board of Supervisors does hereby ordain as follows:**

1. That the attached County Records Retention/Disposition Schedule is hereby adopted in its entirety, and each County Department shall be governed by the retention/disposition schedule contained therein.
2. That Ordinance No. 20-2011 and all other prior Ordinances or Resolutions, or parts thereof, governing County records retention or disposition, are hereby repealed.
3. That Adams County may keep and preserve public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting.
4. That public records which meet the standards set forth in Wis. Stats. sec. 16.61(7) are deemed to be an original public record.
5. That Adams County may submit a Records Retention/Disposition Authorization to the Wisconsin Department of Administration Public Records Board for the safeguard of legal, financial and historical interests of the State in Adams County public records as deemed in the best interest of Adams County.
6. This Ordinance is effective upon the date of adoption by the Adams County Board.

Recommended for enactment by the Administrative & Finance Committee this 6th day of March 2017.

  
 \_\_\_\_\_  
 \_\_\_\_\_

Enacted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_  
 by the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Chairman

County Clerk

**COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE**

**2010**

**FOR USE BY WISCONSIN COUNTIES**

**COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE****TABLE OF CONTENTS**

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- VIII. DISASTER PREPAREDNESS AND RECOVERY
- IX. RETENTION SCHEDULE
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## **I. Introduction**

The Wisconsin Counties Association's ("WCA") Records Retention Task Force ("Task Force") was created in April, 2009. It was conceived by and was the brainchild of past WCA President Dennis O'Loughlin.

The Task Force's charge was to establish a Records Retention / Disposition Schedule for use by Wisconsin Counties that is: tailored to Wisconsin Counties; comprehensive and flexible; in compliance with legal mandates; and approved by Wisconsin's Public Records Board.

Members of the Task Force:

- A. Kathy Bernier, County Clerk, Chippewa County (Vice Chair)
- B. Connie Goss, Risk/Purchasing Manager, Chippewa County
- C. Sharon Hampson, Board of Supervisors, La Crosse County
- D. Jack Krueger, Board of Supervisors, Brown County
- E. Sharon A. Martin, Register of Deeds, Washington County
- F. Dennis O'Loughlin, WCA President/Board of Supervisors, Dane County
- G. Ellen Sorensen, Director of Administration, Fond du Lac County
- H. Grant P. Thomas, Corporation Counsel, Door County (Chair).

The Task Force gratefully acknowledges guidance and assistance of WCA Legislative Associate David Callender, and the Wisconsin Public Records Board.

## **II. Purpose**

The primary aims of the Records Retention/Disposition Schedule are:

- A. To provide clear guidance regarding how long to keep records and what to do with those records once that time has passed;
- B. Eliminate the need for individual counties to develop, and obtain WPRB approval of, their own records retention/disposition schedule;
- C. Facilitate uniformity, as to records retention and disposition, across Wisconsin's seventy-two counties; and
- D. Promote the effective and resource-efficient retention and disposition of records.

This is an evolving document. Please help us keep it up-to-date by letting the Task Force know of any errors or omissions, ambiguities, inconsistencies, or additions.

## **III. Legend**

The following terms and abbreviations are used in the records retention schedule:

- AT:** After termination
- C:** Confidential
- CR:** Creation or receipt (typically the retention is calculated from the creation or receipt of a record, plus the designated number of years)



<b>EVT:</b>	Event (typically the retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years)
<b>FIS:</b>	Fiscal (meaning the current fiscal year and the designated number of years)
<b>N:</b>	Notify WHS before destruction
<b>N/A:</b>	Not applicable
<b>P:</b>	Permanent
<b>PII:</b>	Personally Identifiable Information (has the meaning specified in §19.62(5) Wis. Stats.)
<b>S:</b>	Until superseded
<b>W:</b>	Waived Notification
<b>WHS:</b>	Wisconsin Historical Society
<b>WPRB:</b>	Wisconsin Public Records Board

#### IV. Historical Records

Notification to Wisconsin Historical Society under §19.21(4)(a) Wis. Stats. Must notify the WHS sixty (60) days prior to the destruction of any record.

#### V. Implementation

- A. The Records Retention / Disposition Schedule is purely voluntary. It will require an affirmative act, on the part of a county, to adopt the same.
- B. There are three alternatives. A county may:
  - 1. Opt in;
  - 2. Revise and Opt in;
  - 3. Opt out in whole.

This may be accomplished by means of a county's adoption of a resolution or enactment of an ordinance and completion, execution, and filing of a "boilerplate" notification form.

Opting in (in whole or part) will not obligate a county to create a record. Doing so only requires that a county follow the Records Retention / Disposition Schedule *if* such records exist (i.e., county has created or received such records).

If revise and opt in, a county would need to obtain WPRB approval to the extent its records retention/disposition schedule varies from the approved Record Retention / Disposition Schedule.

If opt out in whole, a county would need to develop and obtain WPRB approval of an independent / separate records retention/disposition schedule / disposition guidelines.

- C. This will not impact record retention / disposition schedules previously approved by the WPRB (§16.61 Wis. Stats.). Keep in mind that WPRB approval of such “sunsets” after ten years (*Id.*). At that time the records retention schedule must be updated and resubmitted to the WPRB for approval (*Id.*).

## VI. Administration [the “Nuts and Bolts”]

### A. Custodian

Person empowered by statute (§19.33 Wis. Stats.) with the care and custody of public records, and tasked with the responsibility of compliance with Wisconsin’s Public Records Law (§§19.31 – 19.39 Wis. Stats.)

Unless otherwise designated in the schedule, the custodian is, as a rule, the: 1) department head or their permitted designee; 2) an elected official or their permitted designee; and 3) for the county board and for any committees, commissions, boards or authorities created by ordinance or resolution of the county board, the county clerk.

### B. Retention

Counties should pay close heed to and scrupulously follow the minimum retention period. Seven (7) years is the default retention period. (§19.21(5)(c) Wis. Stats.)

“Public records” and “record” have the meaning specified in §§16.61(2)(b) and 19.62(6) Wis. Stats. respectively. As important are what “public records” or “record” does not include (i.e., non-records). Destroy non-records when no longer needed or useful. Don’t be a records hoarder.

### C. Confidentiality

Records may contain non-public confidential information. A custodian has an obligation to protect the confidentiality of such information.

Records may contain personally identifiable information (§19.62(5) Wis. Stats.). A custodian may have duties and responsibilities relating to protecting personal privacy.

Decisions regarding confidential information or personally identifiable information should be made in consultation with legal counsel.

### D. Disposition (i.e., Destruction or Transfer)

1. Dispose of (destroy or transfer) records when the minimum retention period expires.
2. Records retained beyond the minimum retention period are susceptible to disclosure and discovery in the context of audits, litigation, and/or public records request
3. Before destruction
  - a. Sixty (60) days prior written notice of destruction must be given to the Wisconsin Historical Society (WHS) pursuant to §19.21(5)(d)

Wis. Stats. This does not apply to any record listed in the schedule and designated "waived".

- b. Determine if litigation/audit/public records request is pending. If so, place "hold" on records (i.e., cease all disposition activity) until:

- after the public record request is granted or 60 days after request is denied (§19.35(5) Wis. Stats.) or
- until any litigation or audit is fully and finally resolved

E. Periodic review and update (if required) of the records retention / disposition schedule guidelines is necessary.

F. Discontinuance / Withdrawal

1. Notification of the WPRB.
2. Develop and obtain the WPRB's approval of independent/separate records retention schedule / disposition guideline concurrent with discontinuance.

G. It is strongly recommended that counties assign responsibility (i.e., designate a position and include in position description) to administer schedule / guidelines on a continuing basis.

## **VII. Electronic Records / Electronically Stored Medium**

A. Remember that it's the content not the format or medium in determining whether it is a public record.

B. The format/medium does matter with respect to retention and disposition.

C. Transfer of record to optical disk or electronic storage (§16.61(7) Wis. Stats.)

1. Destruction of original may be authorized
2. Record generated from optical imaging or electronic formatting of an original record is considered an original record

D. §16.612 Wis. Stats. requires (among other things) the Wis. DOA to prescribe, by rule, standards for the storage of public records in electronic format. Ch. Adm. 12 Wis. Adm. Code, effective 05-01-2001, establishes defined requirements, standards and guidelines for electronic records management. These requirements, standards and guidelines should be followed.

## **VIII. Disaster Preparedness and Recovery**

A. A systematic approach to records management (i.e., retention and disposition) is an important part of a comprehensive disaster recovery plan.

B. If a disaster occurs, records have to be recovered and restored.

**IX. Retention Schedule** [Separate Excel spreadsheet]

**X. ADDENDA**

- A. Notification of Adoption of the County Records/Disposition Schedule
- B. County Clerk General Schedule and Notification of Adoption
- C. County Treasurer General Schedule and Notification of Adoption
- D. Retention and Disposal of Court Records
- E. Register of Deeds' General Schedule and Notification of Adoption
- F. District Attorney

*This is designed only to give general information of subjects covered. It is not intended to provide legal advice or render a legal opinion.*

### COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

#### GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMISSIONS, COMMITTEES, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	<b>General Schedules (records typically found throughout the county)</b>					
	Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
	Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balance owed by a debtor.
	Accrued Paid Leave Credit	S		Waived		Compensatory time, PTO, sick, vacation or other.
	Agendas	CR + 1 year		Waived		
	Agreements	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Notify		
	Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel				
	Artwork / Print Masters	S		Waived		
	As-Built Drawings	Life of Project		Notify		
	Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
	Audit (Internal)	S		Waived		This includes any records associated with an audit.
	Bank Deposits	CR + 7 years		Waived		
	Bank Statements / Reconciliations	CR + 7 years	§59.61 Wis. Stats.	Waived		
	Boilerplate Forms	S		Waived		
	Blueprints (county facilities)	S		Waived		Retain until and unless superseded by as-built drawing.
	Budget (county)	CR + 3 years		Waived		Includes all records required under §65.90 Wis. Stats.
	By-Laws	S		Waived		
	Calendars	S		Waived		
	Cash Register Tapes	CR + 7 years		Waived		
	Chart of Accounts (Object Codes)	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§ 19.33 Wis. Stats.)	Notes
	Checks (cancelled / voided)	*CR + 7 years	§59.52(4)(a)16 Wis. Stats.	Waived		
	Checks (duplicates, registers and/or logs)	CR + 7 years		Waived		
	Citations (copies)	CR + 2 years		Waived		
	Claims Made (general liability and property damage)	EVT + 3 years; EVT = Closure		Waived		
	Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	§59.52(4)(a)9 Wis. Stats.	Waived		Includes papers supporting such claims
	Code of Ethics (county)	S		Waived		
	Computer Printouts	S		Waived		
	Construction Plans (county facilities)	Life of Structure		Notify		
	Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		Waived		
	Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.			
	Correspondence (general)	CR + 3 years		Waived		
	Directory Information	S		Waived		
	Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.
	Fund Transfers	FIS + 4 years		Waived		
	Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Unless otherwise specified in the terms and conditions of the award.
	Indexes	S		Waived		Until superseded or as long as the records they index exist.
	Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims
	Inventories (equipment and furnishings)	S		Waived		
	Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
	Journal Entries/General Ledger	FIS + 4 years		Notify		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Ledger Card Reports, EOM (BAS)	S		Waived		
	Ledger Card Reports, EOY (BAS)	S		Waived		
	Legal Opinions	Permanent		Waived		
	Mailing Lists	S		Waived		
	Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
	Manual Warrants	CR + 1 year		Waived		
	Manuals (equipment)	Life of Asset		Waived		
	Master Project Files	CR + 20 years		Waived		
	Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
	Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
	Ordinances and Resolutions (enacted/adopted)	S		Notify		
	Organizational Charts	S		Waived		
	Payment Vouchers	FIS + 4 years		Waived		
	Payroll Records	CR + 3 years		Waived		FLSA
	Personnel (expenses)	S		Waived		
	Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (grievances)	EVT + 7 years: EVT = Case closed		Waived		
	Personnel (job descriptions)	S		Waived		
	Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/results. C, PII
	Policy & Procedures Manual	S		Waived		
	Professional Affiliations/Associations	S		Waived		
	Purchase Orders	S		Waived		
	Purchase Requisitions	S		Waived		
	Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	§59.52(4)(a)(12) Wis. Stats.	Waived		
	Receipts (general)	CR + 1 year	§59.52(4) Wis. Stats.	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived		
	Records Management Findings & Recommendations Report	S		Waived		
	Records Retention Schedules	S		Waived		WVPRB approval "sunset" after 10 years
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		Retain as long as administratively useful
	Reports (routine)	S		Waived		
	Service Receipts	CR + 2 years		Waived		
	Strategic Plan (county)	S		Waived		
	Studies - final draft	CR + 7 years		Notify		
	Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
	Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs/Message Slips/Voice Mail	S		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long as administratively necessary.
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Tidder Files (follow-up)	S		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		
	Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
	Vendor Information	S		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		
	Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
	Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		
	* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.					
	<b>Airport</b>					



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Aircraft - Wildlife Incidents	CR + 1 year		Waived		
	Airport Improvement Program (AIP)	S		Waived		
	Airport Licensure	S		Waived		FAA, Wis. Dot BOA, &/or FCC
	Airport Protection Plans and Specifications	CR + 7 years	§114.135 Wis. Stats.	Waived		
	Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB

	<b>Buildings, Facilities, and Grounds</b>					
	Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
	Buildings, Facilities & Grounds Data	S		Waived		
	Construction Project Planning, Proposal, & Administration Records	7 years after project completion		Waived		
	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
	Environmental Health & Safety Records	CR + 7 years		Waived		
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		
	Incident Reports	CR + 3 years		Waived		

	<b>Child Support</b>					
	Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)
	Case Records	EVT + 7 years: EVT = Closure		Waived		C, PII
	Child Support Divorce	EVT + 7 years: EVT = Closure		Waived		
	Client Assistance (out of county)	CR + 7 years		Waived		
	Client Logs	S		Waived		
	Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	IRS Records List	EVT + 7 years: EVT = Closure		Waived		
	Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, post judgments	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, pre-judgments, dismissed	CR + 3 years		Waived		
	Paternity Files, pre-judgments, not pursued	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		Waived		
	Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	Waived		
	Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		Waived		

	<b>Corporation Counsel</b>					
	<b>Legal</b>					
	Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		C
	Case files, non-litigation	CR+3 years		Waived		
	CHIPS (Child in Need of Protective Services) Juvenile Records	EVT + 2 years: EVT = Child's 18th Birthday		Waived		C
	CHIPS (Child in Need of Protective Services) Petitions	S		Waived		C
	Department Files	CR + 3 years		Waived		
	Dismissals - §1.45	CR + 3 years		Waived		
	Guardianship Files	EVT + 7 years: EVT = Termination of Guardianship		Waived		C
	Lawsuits and Habeas Corpus	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
	Legal Fees, Outside Counsel	EVT + 5 years: EVT = No		Waived		
	Legal Memoranda	Permanent		P		C
	Legal Opinions	Permanent		P		C
	Liability Claims	EVT + 7 years: EVT = Expiration		Waived		
	Mental Commitment Cases	EVT + 3 years: EVT = Closed		Waived		C
	Ordinance Cover Sheets	EVT + 3 years: EVT = Board Approval		Waived		
	Parks and Land Use and Environmental Ordinance Enforcement Files	3 years after resolution		Waived		
	Real Estate Closing Files	Permanent		N/A		
	Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Truancy Referrals	EVT + 1 year: EVT = Child's 18th Birthday		Waived		C
<b>County Clerk</b>						
Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum B).						
<b>County Treasurer</b>						
Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum C).						
<b>Court Records</b>						
The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see: Addendum D).						
<b>Data Processing</b>						
	Annual Back-Ups	CR + 7 years		Waived		
	Daily Back-Ups	CR + 15 days		Waived		
	Monthly Back-Ups	CR + 1 year		Waived		
	Special Back-Ups (end of tax processing, etc.)	CR + 7 years		Waived		
	Telephone Records: System Back-Up Records	CR + 15 days		Waived		
	Telephone Records: System Call Records	CR + 6 Months		Waived		
<b>District Attorney</b>						
The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.						
<b>Economic Support and Workforce Development</b>						
	Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Public Assistance - Divestment & Asset Allocation (Medicaid), Fraud, Intentional Program Violation, Overpayment, and Quality Control Review	EVT + 3 years; EVT = When the issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		C, PII

\*\*\*Records may not be subject to the foregoing retention requirements if scanned in the Electronic Case File (ECF), Client Assistance for Reemployment and Economic Support (CARES) or other Wis. DCF and/or Wis. DHS system. It is recommended that paper documents be retained for one week after scanning.

Emergency Management (Ch. 323 Wis. Stats.)						
	Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	Waived		
	Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and .14(4) Wis. Stats.	Waived		
	Emergency Management Plan	5	§323.14(1) Wis. Stats.	Waived		
	Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	Waived		
	Hazardous Substance Information	CR + 7 years	§323.60 Wis. Stats., CERCLA, EPCRA, SARA	Waived		
	Local Emergency Planning Committee	5	§59.54(8) Wis. Stats.	Waived		
	Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code	Waived		Must give Wis. DEM 60-days written notice before any such record may be destroyed
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	Waived		
	Worker's Compensation Claim	EVT + 12 years; EVT = Occurrence	Ch. 102 and §323.40 Wis. Stats.	Waived		Tied to worker's compensation claim statute of limitations
Emergency Medical Services Program (Ch. 256 Wis. Stats.)						
	Ambulance Run	CR + 7 years	§256.15(12)(b) Wis. Stats.	Waived		Confidentiality of Patient Health Care Records §146.82 Wis. Stats. C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Emergency Medical Services Program Personnel Certification, Licensure and/or Training	S	§256.15 Wis. Stats.	Waived		
	Emergency Medical Services Program Plan(s)	S	§256.12 Wis. Stats.	Waived		
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(b) Wis. Stats.	Waived		

	<b>Executive/Administrator/Administrative Coordinator (§§59.17, .18, and .19 Wis. Stats.)</b>					
	<b>Administration</b>					
	Board and Commission Appointments/Confirmation (if required)	S	§59.17(2)(c) and .18(2)(c) Wis. Stats.	Waived		
	Department Head Appointments/Confirmation (if required)	S	§§59.17(2)(b), (2)(br) and .18(2)(b) Wis. Stats.	Waived		
	Message to the Board	CR + 7 years	§§59.17(5) and .18(5) Wis. Stats.	Waived		Only if communicated to the county board in writing.
	Resolution or Petition and Referendum Creating the Office	S	§§59.17(1) and .18(1) Wis. Stats.	Waived		
	Resolutions or Ordinances - Approval or Veto	P	§59.17	N/A		
	<b>Community Development</b>					
	Annual Grant Application	CR + 3 years		Waived		
	Audits, community block grant	CR + 7 years	24CFR	Waived		
	Census Books	S		Waived		
	Environmental Reviews	CR + 7 years		Notify		
	Federal Regulations	S		Waived		
	Grant Awards	CR + 7 years	24CFR	Waived		
	Home Regulations	S		Waived		
	HUD Disaster Recovery Initiative Fund Files	CR + 5 years		Waived		
	HUD Grantee Performance Reports	CR + 7 years	24CFR	Waived		
	Labor Standard Projects	CR + 7 years	24CFR	Waived		
	Labor Standard Wage Files	CR + 7 years	24CFR	Waived		
	Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - Home	CR + 7 years	24CFR	Waived		
	<b>Senior Services</b>					
	Adult Day Care Records	CR + 3 years		Waived		C
	Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		Waived		
	Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7 years		Waived		
	Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	s. 46.81 & §9.52 & HSS 245.03	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Benefit Specialist Report	S	s. 46.81	Waived		C
	Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
	Client Donation Deposits	CR + 7 years		Waived		
	Client Files - includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	s. 59.52	Waived		C
	Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
	Client Statements (Revenue Received)	CR + 3 years		Waived		
	Commission on Aging - business related materials	CR + 7 years		Waived		
	Complaint Grievance File	CR + 3 years		Waived		
	Congregate Billings	CR + 3 years		Waived		
	Congregate Participant Logs Book	CR + 7 years		Waived		
	Congregate Registration Forms	CR + 7 years		Waived		
	Contract Monitoring Files	CR + 7 years		Waived		
	Contract Provider Billing Reports, Invoices	CR + 7 years		Waived		
	Contracts Not Related to Purchasing	CR + 3 years		Waived		
	Day Care Client Billings	CR + 7 years		Waived		
	Elder Abuse Reports	CR + 7 years	s. 46.90	Waived		
	Factors Database Program	S		Waived		
	Grant Applications	EVT + 4 years: EVT =		Waived		
	Grant Task Force	S		Waived		
	Greeter Program Files	CR + 3 years		Waived		
	Home Delivered Meals	CR + 7 years		Waived		
	Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
	Home Delivered Meals, tracking index cards	CR + 7 years	s. 46.85	Waived		
	Home Delivered Meals, volunteer mileage reports	CR + 7 years	s. 46.85	Waived		
	Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
	ID Applications	CR + 5 years		Waived		
	ID Receipts	CR + 5 years		Waived		
	ID Reconciliation Book	CR + 5 years		Waived		
	Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
	Information & Assistance Phone Logs	CR + 7 years		Waived		C
	Information Systems Capital Project Documents	CR + 2 years		Waived		
	Legal Action Files (Legal Action of Wisconsin)	S		Waived		
	Long Term Redesign Project	CR + 4 years		Waived		
	Medicare Vans, weekly billings	CR + 3 years	s. 85.21	Waived		
	Nutrition Checks	CR + 3 years		Waived		
	Nutrition Program Records	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Nutrition Site, progress reports	CR + 3 years		Waived		
	Nutrition Site, quality control sheets	CR + 3 years		Waived		
	Nutrition Site, registrations	CR + 1 year		Waived		
	Preauthorization's, Service	EVT + 1 years; EVT =		Waived		
	Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7; EVT = Audited		Waived		
	Project Files, special events	CR + 7 years		Waived		
	Reports, specialized transportation / other	CR + 5 years		Waived		
	Senior Center Listing	CR + 5 years		Waived		
	Senior Dining Quality Control Sheets	CR + 7 years		Waived		
	Senior Dining Supply Usage Reports	CR + 7 years		Waived		
	Senior ID Log Book	CR + 5 years		Waived		
	Shared taxi Monthly Report	S		Waived		
	Statistics, operational and cost	CR + 5 years		Waived		
	Support Group and Doctors List	CR + 1 year		Waived		
	Taxi Program Analysis	CR + 3 years		Waived		
	Taxi Vouchers	EVT + 3 years; EVT = Audited	s. 85.21	Waived		
	Tide XIX Billing Statements	CR + 7 years		Waived		
	Transit Data, Historical, specialized	EVT + 7 years; EVT = Settlement	s. 85.21	Waived		
	Transportation Contracts	CR + 3 years	s. 85.21	Waived		
	Volunteer Acknowledgement of Confidentiality	EVT + 3 years; EVT = Termination		Waived		
	Volunteer Card File	CR + 7 years	s. 46.85	Waived		
	Volunteer Driver Agreements	EVT + 3 years; EVT = Termination		Waived		
	Volunteer Elder Reach Files	CR + 3 years	s. 46.85	Waived		
	Volunteer Friendly Visitors Files	EVT + 3 years; EVT = Termination		Waived		
	Volunteer Monthly Reports	CR + 7 years	s. 46.85	Waived		
	Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		Waived		
	Volunteer Staff Log Book	S		Waived		
<b>Finance</b>						
	Balancing Report	FIS + 4 years		Waived		
	Bond & Coupon Records Book, general obligation bonds	EVT + 30 years; EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes, coupons, whichever is later		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Canceled Bonds, Coupons, & Promissory Notes	EVT; EVT = Audited		Waived		
	Copies of Notices of Tax Apportionment Sent to Local Taxing Districts by County Clerk	FIS + 3 years	§59.52(4)(a)2. Wis. Stats.	Waived		
	Deferred Compensation Records	EVT + 8 years; EVT = End of Service		Waived		
	Equipment & Furnishings Inventories	5		Waived		
	Garnishment Records	FIS + 7 years		Waived		
	General Ledger	FIS + 7 years		Notify		
	General Ledger, Trial Balance	FIS + 7 years		Waived		
	Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3 years; EVT = Charging Back	§59.52(4)(a)6. Wis. Stats.	Waived		
	Insurance Records	7 years after the last effective date thereof	§59.52(4)(a)10. Wis. Stats.	Waived		
	Investment Records	FIS + 6 years		Waived		
	Notices of Tax Apportionment from Secretary of State	FIS + 3 years	§59.52(4)(a)1. Wis. Stats.	Waived		
	Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
	Retirement Records	EVT + 8 years; EVT = End of Service		Waived		
	Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
	Treasurer Cash	FIS + 7 years		Waived		
	Unemployment Compensation Payment Records	FIS + 3 years		Waived		
	Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		Waived		

	<b>Health Department</b>					
	<b>Administrative</b>					
	Accounts Receivable Client Records	EVT + 10 years; EVT = Audited		Waived		C, PII
	Agency Evaluations	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Audit Reports, Vendor	CR + 7 years		Waived		
	Background Checks	CR + 7 years		Waived		
	Bankruptcy Reports	CR + 7 years		Waived		
	CARS (Community Aids Reporting System) Reports	Permanent		N/A		
	Cash Grant Vouchers	CR + 7 years		Waived		
	Certification of Destruction (Records)	Permanent		N/A		



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Daily Activities Report	CR + 7 years	§19.21Wis. Stats.	Waived		
	Daily Deposit Spreadsheets	CR + 7 years		Waived		C, PII
	Employee Expense Accounts	CR + 7 years		Waived		
	Evening Security Logs	CR + 3 Months		Waived		
	Fiscal Records, Billing, Budget	CR + 7 years	§19.21Wis. Stats.	Waived		
	Grant Reconciliation Working Papers	Permanent		N/A		
	Grants	EVT + 4 years; EVT = Notification of Denial or Grant		Waived		
	HIPPA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived		C, PII
	Hospital Fiscal Survey	Permanent		N/A		
	Incident / Injury Reports	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII
	Inventories, facility and equipment	CR + 7 years	§19.21Wis. Stats.	Waived		
	Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	§19.21Wis. Stats.	Waived		
	Medicare Cost Report	Permanent		N/A		
	Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21Wis. Stats.	Waived		
	Patient Billing Activity Logs	CR + 7 years		Waived		C, PII
	Policies and Procedures (Program related)	CR + 7 years	§19.21Wis. Stats.	Waived		
	Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
	Press Releases	CR + 1 year		Waived		
	Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		Waived		
	Reconciliation Working papers	Permanent	HHS 54.06 (2)(a)(6)	N/A		
	State Reports (942/943)	Permanent		N/A		
	Taped meeting minutes	EVT + 90 days: EVT = Approval date & publication	§19.21Wis. Stats.	Waived		
	W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	Waived		C
	W.I.C. State Reports	CR + 3 years		Waived		C
	Client and/or Family Care					
	Agency Program Evaluation	CR + 7 years	§19.21Wis. Stats.	Waived		
	Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	§69.20(3) Wis. Stats.	Waived		C
	Care Coordination: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		
	Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		
	Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case		Waived		
	Client Listing	CR + 1 Month		Waived		C
	Client Record / Patient Care: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Clinic Record, blood pressure forms	CR + 7 years		Waived		C
	Complaint Investigation Record	CR + 7 years		Waived		C
	Family Care Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C
	Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C
	Health Fair Records	CR + 7 years		Waived		C
	Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		C
	Lead Screens	CR + 7 years		Waived		C
	Monthly Clinic Statistic Report	CR + 1 year		Waived		
	Monthly Nurses Calendar	CR + 1 year		Waived		C
	Short Term Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		
	<b>Communicable Disease Records</b>					
	Clinic Record, STD Clinic	CR + 7 years		Waived		C, PII
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081) (Original to State Epidemiologist)]	EVT: EVT = Investigation is complete		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Hep. B / TB Case Records	EVT + 30 years: EVT = Severance		Waived		C, PII
	Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A		C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Immunization Record: Adult	CR + 7 years	§19.21 Wis. Stats.	Waived		C, PII
	Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21 Wis. Stats.	Waived		C, PII
	Referral Listing	CR + 7 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Adult)	CR + 7 years		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Minor)	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	<b>Community Education</b>					
	Curriculum	CR + 7 years		Notify		
	Educational Materials	CR + 7 years		Notify		
	Evaluation	CR + 7 years		Notify		
	Program Materials	CR + 7 years		Notify		
	<b>Environmental Health Records</b>					
	Health Hazard Investigations	CR + 7 years		Waived		
	Licensed Establishments Inspection Reports	CR + 3 years		Waived		
	On-Site Waste	EVT: EVT = System is abandoned		Waived		
	Variance Approvals	Permanent		N/A		
	Water Sample Reports	CR + 7 years		Waived		
	Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
	<b>Adolescent &amp; Family Services / Juvenile</b>					
	Adolescent & Family Services Census Sheets	S		Waived		C
	Adolescent & Family Services Client Index Card File	S		Waived		C
	Adolescent & Family Services Client Listing	S		Waived		C
	Adolescent & Family Services Client Logs	S		Waived		C
	Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		C
	Daily Staff Attendance Reports	CR + 1 year		Waived		
	Daily Staff Schedule	CR + 2 years		Waived		C
	Original Offense Report	CR + 2 years		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Permission Slips (Residents)	CR + 2 years		Waived		C
	Requests for Leave, employee	CR + 1 year		Waived		
	Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		C
	Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		C
	Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)(4)	Waived		C, PII
	Resident Medication Log	S		Waived		C, PII
	Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(I)	N/A		C
	Supervisor Shift Log	CR + 2 years		Waived		
	Unit Log (Male & Female)	CR + 2 years		Waived		C
	Intake Shared Services					
	Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		Waived		C
	Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		C
	Intake Access Contact Listing	CR + 2 years		Waived		C
	Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Long Term Care					
	Long Term Care Client Listing	EVT + 1 Month: EVT = Transfer to Electronic Record		Waived		C
	Long Term Care Client Log	S		Waived		C
	Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived		C
	Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived		C
	Mental Health AODA / Clinical Services					C
	Client Index Card Files	Permanent		N/A		C
	Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	Waived		C
	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived		C
	Community Support Program (CSP) Client Review Log	Permanent		N/A		C
	Community Support Program (CSP) Client Waiting Lists	S		N/A		C
	Community Support Program (CSP) Statistics	CR + 3 years		Waived		
	Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived		C
	Court Commitment Tracking Sheets	S		Waived		C
	Day Treatment and Group Home Waiting Lists	S		Waived		C
	Day Treatment Attendance Sheets	CR + 1 Month		Waived		C
	Day Treatment Statistics	CR + 2 years	HSS 105.324	Waived		
	Disease Indexing	Permanent		N/A		
	Employee Blood Borne Pathogen Records	EVT + 30 years: EVT =		Waived		C, PII
	Employee Training Log	CR + 6		Waived		
	Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	Waived		
	Hospital Census Sheets / Demographic	CR + 10 years		Waived		
	In-Patient Database Cards	Permanent	HSS 63.16	N/A		C, PII
	Medical Staff Credential Files With Disciplinary Action	Permanent		N/A		
	Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		Waived		
	Nursing Schedules	CR + 5 years		Waived		
	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
	Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2 years		Waived		C
	Payee Financial and Billing Records	CR + 2 years		Waived		C
	Petty Cash Vouchers	S		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3 years		Waived		
	Survey's - Tide XIX	CR + 15 years		N/A		
	<b>Highway</b>					
	Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PII
	Fuel Usage Records	CR + 2 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
	Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3 years		Waived		
	Stock Control Records	CR + 2 years		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2 years		Waived		

	<b>Human Services</b>					
	<b>Administrative</b>					
	Agency Evaluations	CR + 7 years	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	Waived		
	Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7 years	s. 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	Waived		
	Program Policies & Procedures	CR + 7 years	s. 19.21	Waived		
	<b>Fiscal</b>					
	Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		
	Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	Waived		
	Inventory, non-expendable personal property	CR + 7 years	s. 19.21	Waived		
	Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	§59.42(4)(a) 18.Wis. Stats.	Notify		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	a. Open Public Assistance Case Records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT: EVT = Most recent 6 year period (2) As long as case is open (3) As long as case is open	Ch. DCF 121 Wis. Adm. Code	Waived Waived		C
	b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a(1) above (2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in 1.a(3) above	(1) EVT + 3: EVT = Closed (2) EVT + 6: EVT = Closed (3) EVT + 3: EVT = Date of Denial	Ch. DCF 121 Wis. Adm. Code	Notify Notify Waived		C
	<b>Fraud Referral Records</b>					
	a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	<b>Third-party recovery records</b>	EVT + 1 year: EVT = Case Closed**		Waived		C
		** Recommend microfilming essential information				
	<b>JOBS participant records</b>	EVT + 7 years: EVT = Last date of JOBS eligibility, therefore closed	DHSS Admin. Memo 94-18	Waived		
	<b>Social Service Case File</b>					
	a. State Required Case Documentation; Initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
	b. State Required & County Developed Case Documentation; assessment; or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	c. Social Service Records for Cases Opened for Services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	EVT + 1 year; EVT = Final action / Determination	DCS Memo 92-12	Waived		C
	Protective Payee	EVT + 7 years		Waived		C
	Case Management Files	EVT + 7 years		Waived		C
	Payee Miscellaneous Documents	EVT + 3 months; EVT = Audited		Waived		C
	Child-Placing Agency					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		C
	b. Individual Case Records for each child served & his / her family	EVT + 7 years; EVT = Case closed		Waived		C
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C
	e. Licensing & Certification Records for In-Home & Family Day Care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	EVT + 2 years; EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year; EVT = Final action / Determination	DCS Memo 92-12	Waived		
	g. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A		C
	Third-Party Recovery	CR + 7 years		Waived		
	<b>Medical Examiner</b>					
	Case Face Sheet Logs	Permanent		N/A		C
	Case File Slides	CR + 75 years		Waived		C
	Case File X-Rays	CR + 75 years		Waived		C
	Case Files	CR + 75 years		Waived		C



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Cremation Case Files	Permanent		N/A		C
	Data Base Entry Form (Draft)	CR + 5 years		Waived		
	Digital Case Photos	CR + 75 years		Waived		
	Eyewash Inspection / Waste Container Logs	CR + 5 years		Waived		
	Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify		
	Medication Disposal Logs	CR + 10 years		Waived		
	Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		Waived		C
	Outside Case Billing Log	CR + 10 years		Waived		
	Report for Final Disposition (other reportable)	CR + 3 years		Waived		C
	Sharp Container Log	CR + 5 years		Waived		

	<b>Park &amp; Land Use</b>					
	<b>Administration</b>					
	Annual Work Plans	CR + 5 years		Waived		
	Citation & Park Patrol Records	CR + 2 years		Waived		
	Construction Contracts	CR + 7 years		Waived		
	County Forest Plan	CR + 15 years	§28.11 Wis. Stats.	Notify		
	Credit Card Receipts	CR + 1 year		Waived		
	DNR Agreements	CR + 7 years		Waived		
	Employee Emergency Informational Form	S		Waived		
	Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
	Expenditures, seasonal employees	CR + 3 years		Waived		
	General Information	S		Waived		
	Guidebooks & Trail Information	S		Waived		
	Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived		
	Licensed Establishment Collection Reports	CR + 5 years		Waived		
	Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived		
	Plat Books	Permanent		N/A		
	Radon Reimbursement Requests	CR + 7 years		Waived		
	Records of Bounty Claims Forwarded to DNR	CR + 1 year	§59.52(4)(a)3. Wis.	Waived		
	Status Reports, monthly	CR + 3 years		Waived		
	Street Atlas	Permanent		N/A		
	Study, departmental fee rates	CR + 3 years		Waived		
	Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived		
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived		
	<b>Environmental Health</b>					

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Animal Bite Files	CR + 10 years	WI Dept. of Agri.: AG 13	Waived		
	Animal Bite Log	CR + 1 year		Waived		
	Animal Complaint Log	CR + 7 years		Waived		
	Block Grant	CR + 7 years		Waived		
	Colliert Culture Quality Control	CR + 5 years		Waived		
	Commercial Premise Files	Permanent		N/A		
	Delinquent Septic Systems	S		Waived		
	Environmental Department Audit	S		Waived		
	Environmental Health Mileage Code Dailies	CR + 7 years		Waived		
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
	Fluoride Nitrate Test Results	CR + 5 years		Waived		
	Food & Liquor License Establishments	CR + 7 years		Waived		
	Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived		
	Food Sample Reimbursement Documentation	CR + 7 years		Waived		
	Ground Water Monitoring Reports	CR + 20 years		Waived		
	Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	Waived		
	Holding Tank Files	CR + 3 years		Waived		
	Holding Tank Maintenance Cards	CR + 2 years		Waived		
	Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		
	Inspection's for Peddler's Permits	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Lab Water Testing Log	S		Waived		
	Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A		
	Nitrate Analysis Reports (ISE)	Permanent		N/A		
	Postage Tally	CR + 1 year		Waived		
	Premise Files	Permanent		N/A		
	Private Sewage System Inspection Reports	Permanent		N/A		
	Property Site Inspections	CR + 10 years		Waived		
	Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Radon Grants	CR + 7 years		Waived		
	Radon Lab Results	CR + 7 years		Waived		
	Rainfall Data	S		Waived		
	Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Reimbursement Reports	CR + 1 year		Waived		
	Restaurant & Retail Consumer Complaints	CR + 10 years		Waived		
	Restaurant Licensing & Inspection Files	CR + 10 years		Waived		
	Restaurants, Out of Business	Permanent		N/A		
	Retail Food Establishment Inspection Log	Permanent		N/A		
	Retail Food Establishment Inspections	CR + 10 years		Waived		
	School Inspection Files	CR + 10 years		Waived		
	Septic Permits	Permanent		N/A		
	Septic System Inspection Files	Permanent		N/A		
	Sewage Complaints	Permanent		N/A		
	Soil Test Reports	EVT; EVT = Land developed and permit issued		Waived		
	Storage Tank Compliance & Maintenance Manual	5		Waived		
	Storage Tank Installation & Removal	Permanent		N/A		
	Storage Tank Registration & Permit Records	CR + 7 years		Waived		
	Storage Tank Remediation Financial Records	CR + 7 years		Waived		
	Storage Tank Remediation	Permanent		N/A		
	Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived		
	Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Swimming Pool Licensing Log	CR + 2 years		Waived		
	Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived		
	Transportation Site Inspections	CR + 10 years		Waived		
	Vending Machine Inspection Log	CR + 1 year		Waived		
	Vending Machine Licensing	CR + 10 years		Waived		
	Water Sampling Summary Reports	EVT + 5 years; EVT = Audit		Waived		
	Well Inspection Lab Note Log	CR + 5 years		Waived		
	Well Inspection Logs	Permanent		N/A		
	Well Surveys	CR + 5 years		Waived		
	Wisconsin Fund Grant Program Files	CR + 7 years		Waived		
	Land Resources - Land Conservation					
	Agriculture Compliance Inventory & Data Base	Permanent		N/A		
	Agriculture Land Preservation Plan	5		Notify		
	Cost Sharing Agreement Records	EVT + 3 years; EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
	County Mining and Yard Waste Contracts	Permanent		N/A		
	Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
	Drainage District Files	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Erosion and Storm Water Permits	Permanent		N/A		
	Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A		
	Interdepartmental Agreements	S		Waived		
	Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
	Land Conservation Grants	CR + 7 years		Waived		
	Non-Metallic Mining Permit Files	Permanent		N/A		
	Wetland Maps	Permanent		N/A		
	Land Information System					
	Aerial Photographs	Permanent		N/A		
	Assessors Plats	Permanent		N/A		
	Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
	Cadastral Maps	Permanent		N/A		
	Certified Mileage Lists	S		Waived		
	County Development Plan	S		Notify		
	Grant Application	CR + 10 years		Waived		
	Grant Contract Work Project Documentation	CR + 10 years		Waived		
	Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
	Land Information Plan	Permanent		Notify		
	Parcel Maps for Tax Records	CR + 10 years		Waived		
	Relocation of Orders / Maps	S		Waived		
	Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
	Town Plats	CR + 3 years		Waived		
	Waste Management Plan	S		Waived		
	Water Quality Approval Letters	Permanent		N/A		
	Park System					
	Automobile Accident Reports	CR + 7 years		Waived		
	Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
	Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
	Grant, Funding	Life of Project		Waived		
	History of - Photo albums, etc.	Permanent		Notify		
	Incident Reports	CR + 7 years		Waived		
	Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
	Injury Reports, non-Employee	CR + 7 years		Waived		
	Land Acquisition, deeds, abstracts	Permanent		N/A		
	Lifeguard Activity Log	CR + 2 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Log, Chemical Applications	CR + 7 years		Waived		
	Log, Water Use	Life of Project		Waived		
	Log, Well Data	Life of Project		Waived		
	Master Park Plan (5 Year Plan)	5		Notify		
	Park System Task Report	CR + 3 years		Waived		
	Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
	Program Registrations	EVT + 7 years: EVT = Last Reservation		Waived		
	Publicity Newsletter	Permanent		N/A		
	Safety Inspection Report	CR + 7 years		Waived		
	Site Plans	Life of Project		Waived		
	Volunteer Information	CR + 3 years		Waived		
	Planning and Zoning					
	Amendments to the County Development Schedule	Permanent		N/A		
	Ads	5		Notify		
	Board of Adjustment Case Files	Permanent		N/A		
	Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
	Building Plans	Life of Project		Waived		
	Conditional Use Files	Permanent		N/A		
	Drainage District Records	Permanent		N/A		
	Flood Hazard Inquiries, Determinations	Permanent		N/A		
	Inspection Reports for Sanitary	Permanent		N/A		
	Land Use Permits, easements	Permanent		N/A		
	Log, board of adjustment cases	Permanent		N/A		
	Log, violations	Permanent		N/A		
	Permit Applications	Permanent		N/A		
	Permit Records	Permanent		N/A		
	Plan of Operations and Site Plans	Permanent		N/A		
	Project, Redistricting, Reapportionment	EVT + 10 years: EVT = Next Report Received or Project Completed		Waived		
	Receipt Books	CR + 7 years		Waived		
	Rezoning Files, zoning amendments	Permanent		N/A		
	Subdivision Records	Permanent		N/A		
	Town Plan Commission Reviews, community assistance	Permanent		N/A		
	Video Tapes	CR + 3 years		Waived		
	Violation Complaint	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Violation Files	Permanent		N/A		
	Wetland & Flood Plain Preservation Maps	Permanent		N/A		
	Zoning Applications, rejected and no activity	Permanent		N/A		
	Zoning Committee Records	Permanent		N/A		
	Zoning Map	Permanent		N/A		
	Zoning Ordinances	Permanent		N/A		
	Zoning Permits Issued	Permanent		N/A		
	<b>Recycling and Solid Waste</b>					
	Computer Recycling Reports	Permanent		N/A		
	County Compost Facility Reports	Permanent		N/A		
	County Landfill Agreements	S		Waived		
	Feasibility Studies	Permanent		N/A		
	Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
	Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis.	Waived		
	Household Hazardous Waste (Clean Sweep)	Permanent	§ NR 187 Wis. Adm. Code	N/A		
	Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		
	Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
	Recycling Newsletter	CR + 10 years		Waived		
	Service Agreement (MRP)	EVT + 7 years: EVT = Termination		Waived		
	Solid Waste Management Plan	Permanent		N/A		

	<b>Personnel</b>					
	Department Training Records	CR + 7 years		Waived		
	Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
	EEO - 4 Reports	CR + 7 years		Waived		
	Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	EVT + 4 years: EVT = Position obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		Waived		
	Performance Evaluations & Medical Records	CR + 6 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		
	<b>Public Works</b>					
	<b>Contracts</b>					
	Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
	Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
	Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
	Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		
	Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
	Bids, unsuccessful	CR + 2 years		Waived		
	Notice to Contractors, successful bidders	CR + 7 years		Waived		
	Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
	Performance Bond	EVT + 7 years: EVT = Project completion		Waived		
	<b>Facilities Management</b>					
	Asbestos Files	Permanent	29 CFR 1910.20	N/A		
	Cleaning Log	CR + 1 year		Waived		
	Condemned Homes on County Property / Burning of	Permanent		N/A		
	County Building Files	EVT + 3 years: EVT = Superseded		Waived		
	Flood File (Administration Center)	Permanent		N/A		
	Inspection Cleaning Evaluation Reports	CR + 2 years		Waived		
	Inspection Reports (Elevator, etc.)	CR + 7 years		Waived		
	Key Number Listing	Permanent		N/A		
	Maintenance Job Order Data Sheet	CR + 1 year		Waived		
	Maintenance Key Daily Sign Out Sheet	S		Waived		
	Maps - Original Drawings	Permanent		N/A		
	Natural Gas Usage Manual	S		Waived		
	Parks, substations & highway building survey reports / yearly	CR + 10 years		Waived		
	Payroll Time Cards (Maintenance)	CR + 7 years		Waived		
	Project Files	Permanent		N/A		
	Project Log	Permanent		N/A		
	Record of Transmittal	CR + 3 years		Waived		
	Utility Computer Printouts	S		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	<b>Register of Deeds</b>					
	Officially adopt the Register of Deeds' General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum E).					
	<b>Sheriff</b>					
	<b>Process / Identification Bureau</b>					
	Attorney Letters	CR + 7 years		Waived		
	Bureau of Identification Sheets	Permanent		N/A		
	Civil Process Worksheet	CR + 1 year		Waived		
	Correspondence Instructing Civil Process, service	CR + 7 years		Waived		
	Daily Roster Assignments	CR + 1 year		Waived		
	Death Investigation Negatives, Sensitive In Nature	Permanent		N/A		
	Department Employee Photos	EVT + 7 years: EVT = Termination		Waived		
	Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal		Waived		Documentation, not actual physical evidence
	Execution Log	CR + 7 years		Waived		
	Executions	CR + 7 years		Waived		
	Finger Print Cards	Permanent		N/A		
	Foreclosure's, Sheriff's Sales	EVT + 7 years: EVT = Sale of Property		Waived		
	Form 50's	CR + 7 years		Waived		
	Injunctions	EVT: EVT = After Expiration		Waived		
	Mug Shots	Permanent		N/A		
	Process, deposit receipts	CR + 7 years		Waived		
	Process, receipt print-outs	CR + 7 years		Waived		
	Proof of Service	CR + 7 years		Waived		
	Property Inventory Audit	EVT + 20 years: EVT = Disposition of property		Waived		
	Restraining Orders	EVT: EVT = Closed		Waived		
	Traffic Accident Photos	EVT + 6 years: EVT = Date of final Appeal		Waived		
	Transport Records	CR + 7 years		Waived		
	Jail Division					
	Account work sheets	CR + 7 years		Waived		
	Applicant Status Sheets (non-hire)	EVT + 1 year: EVT = Interview		Waived		
	Block Check Sheets	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Bond Receipts	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		



Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Booking Sheets	Permanent		N/A		
	Canteen sheets	CR + 7 years		Waived		
	Cash Books	CR + 8 years		Waived		
	Check Books	CR + 7 years		Waived		
	Contract Employee Files	EVT + 5 years: EVT = Termination		Waived		
	Critical Incidents	EVT + 8 years: EVT = Incident		Waived		
	Daily Attendance Rosters	CR + 8 years		Waived		
	Daily Bond	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Daily Work Shift Roster	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Dockets, daily jail records	CR + 8 years	§ 59.27(8) Wis. Stats.	Notify		
	Exercise Logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Fire Equipment & Inspection Report	CR + 8 years		Waived		
	Huber Block Check Sheets	CR + 8 years		Waived		
	Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	§ DOC 348.09(1) Wis. Adm. Code	Waived		
	Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate		Waived		
	Huber Registration of Visitors	CR + 8 years	§ DOC 348.09(4) Wis. Adm. Code	Waived		
	Huber Rules Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Daily Activity Log Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	§§ DOC 348.09 & 350.11 Wis. Adm. Code	Waived		
	Inmate Medical Records	EVT + 8 years: EVT = Release of Inmate	§§ 146.81 to 146.83 Wis. Stats. and §§ DOC 348.09 & 350.11 Wis. Adm.	Waived		C, PII
	Jail billing	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Jail Inmate Register	S	§ DOC 350.11 Wis.	Waived		
	Jail Kitchen Menu	CR + 1 Month		Waived		
	Jailer logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Law Suits & Complaints	EVT + 5 years: EVT = Settlement or Closure		Waived		
	Ledger Sheets	CR + 7 years		Waived		
	Monthly Equipment Check	CR + 8 years		Waived		
	Shift Logs	CR + 8 years		Waived		
	Surveillance Recordings-Audio/Video	121 days	§893.80 Wis. Stats.	Waived		
	Visitor Log	EVT + 8 years: EVT = Date of Visit	§ DOC 350.11 Wis. Adm. Code	Waived		
	Volunteer Security	CR + 5 years		Waived		
	Detective Division					
	Arrest Records	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Citizen Complaints	Permanent		N/A		
	Evidence Cards	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		
	Field Interrogation Cards	EVT + 8 years: EVT = Close of Case		Waived		
	Incident Records	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		
	Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		Waived		
	Juvenile Cards	EVT + 1 year: EVT = Juvenile's 18th Birthday		Waived		
	Ordinance Violation Citation	CR + 2 years		Waived		
	Polygraph Examinations and Reports	Permanent		N/A		
	Patrol Division					
	False Alarm Card File	5		Waived		
	False Alarm Door Opening Invoices	CR + 1 year		Waived		
	Fleet Maintenance Records	Life of Vehicle		Waived		
	Intern Records	CR + 5 years		Waived		
	School Surveys	CR + 5 years		Waived		
	Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		Waived		
	Wisconsin Accident Reports	CR + 8 years		Waived		
	Work Schedules	CR + 7 years	§ 59.27(8) Wis. Stats.	Waived		
	Dispatch Center					
	Audio Tapes (e.g., 911)	CR + 121 days	§893.80 Wis. Stats.	Waived		If digital, must produce original
	Incident Record	CR + 10 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Telecommunicator's Radio	CR + 120 days		Waived		
	<b>Records</b>					
	Accident Report	CR + 8 years		Waived		
	Accident Reports, Non-Reportable	CR + 8 years		Waived		
	Alcohol Assessments Education Referrals	CR + 5 years		Waived		
	Blueprints, Justice Department	Permanent		N/A		
	Citations	CR + 8 years		Waived		
	Contract Municipality Logs	S		Waived		
	Driver Condition Behavior Reports	CR + 2 years		Waived		
	Ignition Interlock Device Installation & Removal Record	S		Waived		
	Incident Reports	Permanent		N/A		
	Laser Logs	EVT + 8 years: EVT = End of use		Waived		
	Money Transfer Log, Front Desk	CR + 2 years		Waived		
	Orders to Produce (Writs)	S		Waived		
	Patrol Roster	CR + 2 years		Waived		
	Radar Certification Logs	EVT + 8 years: EVT = End of use		Waived		
	State Uniform Crime Report	CR + 5 years		Waived		
	Warning Notices	EVT + 6 Months: EVT = After compliance		Waived		
	<b>Drug Unit</b>					
	Asset Forfeiture Log	Permanent		N/A		
	Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		Waived		
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived		
	Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived		
	Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived		
	Incident Reports	Permanent		N/A		
	Intelligence Request Log	CR + 15 years		Waived		
	Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived		
	Officer's Daily Reports	CR + 7 years		Waived		
	Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Search Warrants	EVT + 1 year: EVT = Search Completed		Waived		
	Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A		
	Court Services / Warrants					
	Bailiff Time and Activity Report	CR +3 years		Waived		
	Court Security Reports	CR +3 years		Waived		
	Daily Employee Witness Court Record	\$		Waived		
	Stun Belt in Custody Notification & Maintenance Log	EVT + 8 years: EVT = Date of Final Appeal		Waived		
	Warrant Cards	EVT + 1 year: EVT = Warrant Cancellation		Waived		
	Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, ledgers	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, problems and complaints	CR + 7 years		Waived		
	Warrants	EVT: EVT = Until Satisfied		Waived		
	Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived		
	Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		Waived		
	Administration					
	Accidents, squad	EVT + 8 years: EVT = Closed		Waived		
	Contract Logs	CR + 1 year		Waived		
	Conveyance Cards	EVT + 3 years		Waived		
	Daily Roll Call Rosters	CR + 8 years		Waived		
	Department General Orders	Permanent		N/A		
	Emergency Personnel Employee Records	\$		Waived		
	False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived		
	Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived		
	Overtime Cards	CR + 7 years		Waived		
	Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived		
	Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived		
	<b>Surveyor</b>					
	Annexation / Detachment Plats	\$	§§ 66.0217, .0219, .0221, .0223 Wis. Stats.	N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Assessor's Plat	S	§ 70.27 Wis. Stats.	N/A		
	Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A		
	Cemetery Plat Court Orders	S	§ 157.07 Wis. Stats.	N/A		
	Cemetery Plats	S	§ 157.07 Wis. Stats.	N/A		
	Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A		
	Condominium Instruments	S	Ch. 703. Wis. Stats.	N/A		
	Correction Instruments	S	§ 236.295 Wis. Stats.	N/A		
	County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A		
	Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A		
	PLSS Monument Records	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Section Corner Monument Location Documentation	Permanent	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A		
	Subdivision Plat Court Orders	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Plats	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Replats	S	Ch. 236 Wis. Stats.	N/A		
	Town Monument Certification	S	§§ 59.45 & 60.84 Wis. Stats.	N/A		
	U.S. Geological Survey Maps	S		Waived		

	<b>University Extension</b>					
	4-H, Award/Convention Materials	CR + 50 years		Waived		
	4-H, Enrollments	CR + 25 years		Waived		
	4-H, Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age		Waived		
	Farmland Preservation Certifications	CR + 7 years		Waived		
	Garden Plot Rentals	CR + 3 years		Waived		
	Homemaker Program, Agencies / Groups	CR + 7 years		Notify		
	Homemaker Program, Participants	CR + 7 years		Waived		
	Monthly Reports, UPS, Copies, Postage	CR + 1 year		Waived		
	News Releases	CR + 2 years		Waived		
	Newsletters, Originals	CR + 25 years		Waived		
	Premium Books, County Fair	CR + 1 year		Notify		
	Program / Teaching Curriculum	S		Notify		
	Project Files	S		Waived		
	Shipping Books, UPS	CR + 1 year		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Soil Sample Reports	CR + 2 years		Waived		
	Soil Test Receipts, Invoices	CR + 3 years		Waived		
	Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		Waived		
<b>Veterans Service</b>						
	Cemetery List	S		Waived		
	Commemorative Event Information	CR + 10 years		Waived		
	Grave Registration Files	Permanent		Notify		
	Mailing Log, Daily In/Out	CR + 1 year		Waived		
	Military Separation Records of Veteran/s	Permanent		N/A		
	Monthly Forms Tally Sheet	CR + 2 years		Waived		
	Newsletter	CR + 6 years		Send a copy to Librarian: VW Veterans Museum, 30 W. Mifflin St., Madison, WI 53703		
	News Releases	CR + 6 years		Waived		
	Office Critiques	CR + 2 years		Waived		
	Regulations	S		Waived		
	Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		Waived		C
	Veterans' Information Management System (VIMS) Backup Disks	S		Waived		
	Veterans' Personnel Cards	Permanent		N/A		
	Veterans' Personnel Records	Permanent		N/A		
	Veterans' Personnel Records, Agent Orange	Permanent		N/A		
	Veterans' Personnel Records, Desert Storm	Permanent		N/A		
	Veterans' Relief Records	CR + 10 years		Waived		
	Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A		

## Addendum A

## COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

**NOTIFICATION OF ADOPTION**

1. Officially [by adoption of a resolution or enactment of an ordinance] adopt, revise and adopt, or opt out<sup>1</sup>
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to this schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

<b>County:</b>	<b>Telephone (area code/no.):</b>
<b>Address (Street, City and Zip):</b>	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Records/Disposition Schedule.

<b>Name of appropriate authorizing official</b> <i>(County Board Chairperson or County Administrator/Executive):</i>	<b>Title:</b>
<b>Signature of appropriate authorizing official:</b>	<b>Date signed (mo/day/yr):</b>

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Records/Disposition Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

<b>State Archivist:</b>	<b>Date Signed:</b>	<b>Executive Secretary-PRB:</b>	<b>Date Signed:</b>
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

<sup>1</sup>Opting in (in whole or part) will not obligate a county to create a record. Doing so only requires that a county follow the retention schedule / disposition guidelines if such records exist (i.e., county has created or received such records).

If opt out in part (i.e., revise and opt in)... a county would need to develop and obtain PRB approval of an independent records retention schedule / disposition guidelines for those areas not covered.

If opt out in whole... a county would need to develop and obtain PRB approval of an independent / separate records retention schedule / disposition guidelines.

## Addendum B

# COUNTY CLERK RECORDS RETENTION SCHEDULE

## NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

<b>County:</b>	<b>Telephone (area code/no.):</b>
<b>Address (Street, City and Zip):</b>	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Clerk Records Retention Schedule.

<b>Name of appropriate authorizing official</b> (County Board Chairperson or County Administrator/Executive):	<b>Title:</b>
<b>Signature of appropriate authorizing official:</b>	<b>Date signed (mo/day/yr):</b>

<b>County Clerk (please print):</b>	
<b>Signature of County Clerk:</b>	<b>Date signed:</b>

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Clerks Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

<b>State Archivist:</b>	<b>Date Signed:</b>	<b>Executive Secretary-PRB:</b>	<b>Date Signed:</b>
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.



County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
<i>Administration</i>			
Aid to immigration societies	CR + 7 years	s. 59.53 (17)	Notify
Apportionment maps	Until next apportionment	s. 59.03	Waived
Audit reports	CR + 7 years	n/a	Notify
Bank statements	CR + 7 years	s. 59.61 (3)	Waived
Bounty claims forwarded to DNR	CR + 1 year	s. 59.52 (4)	Waived
Claims paid by county and supporting papers	CR + 7 years or until audited; whichever is earlier	s. 59.52 (4)	Waived
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	Waived
County contribution to the mosquito control district	CR + 7 years	s. 59.701(15)	Waived
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	Waived
County orders uncalled for by the payee; list of	CR + 7 years	s. 59.64 (4)	Waived
County zoning ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	Waived
Court commissioner: statement of all actions or proceedings	CR + 7 years	s. 59.61 (3), 59.61 (1)	Waived
Court costs and fees	CR + 7 years	s. 814.22 (2)	Waived
Crop reports by local assessors	CR + 3 years	s. 59.52 (4)	Notify
Detachment of farm land from cities, entry of judgment	CR + 7 years	s. 62.075 (5)	Waived
Equalization board proceedings or board of review	CR + 7 years	n/a	Notify
Farmland preservation agreements: application	CR + 7 years	s. 91.13 (1)	Waived
Forest products: notice of cutting forest products	CR + 7 years	s. 26.03 (1)(a)	Waived
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	Waived
Legislative documents, copies of	Retain until superseded by published statutes	s. 35.85 (11)	Waived
Metropolitan Transit Authority annual report	CR + 7 years	s. 66.94 (40)	Waived
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	Waived
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	Notify
Official bonds: county officers	CR + 6 years	s. 59.17 (14)(b), 59.52 (4)	Waived

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
Payment vouchers and disbursement made by county treasury	CR + 7 years or until audited, whichever is earlier	s. 59.69 (4)	Waived
Publications fees	CR + 7 years	s. 985.065 (2)(d)	Waived
Removals from office; testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	Notify
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	Waived
Resolutions: agricultural use zoning ordinance	CR + 7 years	s. 91.73 (3)	Waived
School tuition claims for nonresidents	CR + 7 years	s. 121.77 (2)(a)	Waived
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	Notify
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	Notify
Writs of certiorari	CR + 7 years	s. 753.04	Waived
<b>County Board</b>			
County board committee proceedings	CR + 7 years	n/a	Notify
County board meeting notices	CR + 7 years	s. 59.11	Waived
County board ordinances	CR + 7 years	n/a	Notify
County board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	s. 59.717 (1)	Notify
County board resolutions	CR + 7 years	s. 59.02 (1)	Notify
Statistical report of county clerk to county board	CR + 2 years	n/a	Notify
<b>Elections</b>			
Absentee certificate-affidavit envelopes	90 days after date of local election and 22 months after Federal election	s. 7.23	Waived
All other election materials and supplies	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(k)	Waived
Ballots, Federal	22 months after election	s. 7.23 (1)(f)	Waived
Ballots, non-Federal	30 days after election	s. 7.23 (1)(h)	Waived
Cancelled voter registration cards	4 years after cancellation	s. 7.23 (1)(c)	Waived
Certificate of election	CR + 7 years	s. 7.60 (6)	Waived
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	s. 7.08 (2)(a)	Waived

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	s. 7.23 (1)(g)	Waived
Disk or tape of election data	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election, unless contested, then by court order	s. 7.23 (1)(j)	Waived
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	s. 7.23 (1), 7.51 (5)	Waived
Election supplies	90 days after date of local election and 22 months after Federal election	s. 7.10 (1)(a)	Waived
Electronic ballot tallies	90 days after day of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Federal elections records other than registration cards	22 months after day of election	s. 7.23 (1)(f)	Waived
Financial registration statements	6 years after date of termination of registrant	s. 7.23 (1)(d)	Waived
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	Waived
Nomination papers for political party committee man or woman	90 days after date of election	s. 7.23 (k)	Waived
Nomination papers--County offices, 1940 and after	90 days after election	s. 7.23 (k)	Waived
Nomination papers--County offices, before 1940	n/a	n/a	Notify
Official canvasses including statements and determinations for local elections	10 years after date of election	s. 7.23 (1)(i)	Waived
Official canvasses: votes cast for state and national offices	10 years after date of election	s. 7.23 (1)(i)	Waived
Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	Waived
Registration and poll lists; non-partisan elections, 1940 and after	2 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; non-partisan elections, before 1940	n/a	n/a	Notify
Registration and poll lists; partisan elections, 1940 and after	4 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; partisan elections, before 1940	n/a	n/a	Notify
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	s. 6.275 (1)	Notify
Sample ballots	22 months after federal election and 30 days after non-federal election	s. 5.66 (2)	Waived

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
<b>Licenses</b>			
Automobile registration lists	CR + 7 years	s. 341.17 (4)(a)	Waived
Dog license fee records, reports	3 years provided the records have been audited	s. 174.08	Waived
Dog licenses and tags: related records	CR + 2 years	s. 174.07	Waived
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (4)	Waived
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	Waived
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	s. 29.09, 29.09 (6)	Waived
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	s. 29.09 (7)(a)	Waived
Livestock: claims for damage by dogs	CR + 7 years	s. 174.11 (1)	Waived
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	Waived
Marriage license docket	CR + 7 years	s. 765.20	Waived
Marriage license receipts and records	CR + 7 years	s. 59.07 (90) (Milw. Co. only), s. 765.15	Waived
Marriage of underage persons, consent of guardian	CR + 7 years	s. 765.02 (2)	Waived
Notice of stray animals	CR + 2 years	s. 170.02	Waived
Vehicles: applications for registration of	CR + 7 years	s. 341.08 (5)	Waived
<b>Public Lands and Roads</b>			
Airport land: acquisition of, order and maps	CR + 7 years	s. 114.33 (6)	Notify
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	Waived
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	Waived
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (6)(j)	Waived
County forest lands: easements; entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived
County forest road aids; maps	CR + 7 years	s. 86.315 (4)(a)	Waived
County highways; acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	Waived
County highways; finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	Waived
County improvement notice	CR + 7 years	s. 27.065 (9)(a)	Waived

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
County park commissioners: appointment of	CR + 7 years	s. 27.02 (1)	Waived
County parks and parkways: final determination of damages and benefits; notice of appeal, liens against property, plans and specifications of contractors,	CR + 7 years	s. 27.065, (5)(6)(8)(9)(10)	Waived
District protection and rehabilitations, special assessments and changes	CR + 7 years	s. 33.32 (1)(c)	Waived
Drainage district: transfer to other jurisdiction, petition and resolution	CR + 7 years	s. 88.83 (4)	Waived
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	Waived
Highway and road records, miscellaneous, before 1930	n/a	n/a	Notify
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	Waived
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	Waived
Municipal power and water districts: resolutions of organization, public service commission reports, petitions, referendum results	CR + 7 years	s. 198.03, 198.04, 198.06	Waived
Notices to town assessors regarding lands sold and owned by county: copies	CR + 3 years	s. 59.52 (4)	Waived
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	Waived
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	Waived
Relocation orders	Retain latest revision for each project	s. 32.05 (1)(a)	Waived
Resolution redefining metro sewage district boundary	CR + 7 years	s. 66.888 (1)(d)	Waived
State trunk highways, county maps	CR + 7 years	s. 84.02 (12)	Notify
Streets and parkways: adoption of grades and alterations	CR + 7 years	s. 27.065 (3)	Waived
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	s. 81.38 (3)	Waived
Town highways: appropriations; appeals to county board	CR + 7 years	s. 81.38 (1), 88.83 (4)	Waived
Zoning ordinance: adoption of	CR + 7 years	s. 59.61 (5)	Waived
<b>Social Services</b>			
Aid: administration of and record of disbursements	CR + 7 years	s. 45.14 (2)	Waived
Aid: application for, hearing and review	CR + 7 years	s. 49.50 (8)(b) 1, 49.50 (9)(a)	Waived
Annual report: department of social services	CR + 7 years	s. 46.18 (10)	Waived
Audit by state Department of Health and Social Services and administrative review of general relief agency	CR + 7 years	s. 46.206 (1)(c), 46.208 (2)(m)	Waived

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
Audits of claim against county	CR + 7 years	s. 46.18	Waived
Bonds furnished by conservator of county hospital patient or county home resident or guardian for mentally ill patient	CR + 7 years	s. 880.295 (1)	Waived
Cemetery care funds	CR + 7 years	s. 157.11 (9g)(a) 2.	Waived
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	Waived
Power of attorney for health care instrument	CR + 7 years	s. 155.30 (3)	Waived
Soldiers graves: record for the care of	CR + 7 years	s. 45.185 (2)	Waived
Veterans burials and record of financial assistance	CR + 7 years	s. 45.17	Waived
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.12 (2)	Waived
Wills, living	CR + 7 years	s. 154.03 (2)	Waived
<b>Taxes</b>			
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	Waived
Court certificates drawn on county treasurer	CR + 7 years	s. 66.081	Waived
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	Waived
Local assessors: reports detailing the work of	CR + 7 years	s. 73.06 (5)	Waived
Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	Waived
Notices of application for taking of tax deeds and certification of non-occupancy, proofs of service and tax certificates filed	CR + 15 years	s. 59.52 (4)	Waived
Receipts from every county officer, employee, board, commission or other body collecting or receiving money on behalf of the county	CR + 7 years or until audited, whichever is earlier	s. 59.61 (1)	Waived
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	Waived
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	Waived
Tax Appeals Commission: appeals to	CR + 7 years	s. 70.64 (6)	Waived
Tax Appeals Commission: notice of hearing	CR + 7 years	s. 70.64 (4)	Waived
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	Waived
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	Waived
Tax deeds	CR + 7 years	s. 75.16	N/A
Tax deeds: cancellation of	CR + 7 years	s. 75.23	Waived
Tax receipts	CR + 15 years	s. 59.52 (4)	Waived
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	Waived
Woodland tax law: copy of DNR action - request to place under law	CR + 7 years	s. 77.16 (9)	Waived
<b>General</b>			

County Clerk  
Addendum B

Records Series	Retention	Authority	Notification
Any record subject to litigation, claim, audit or other action	until permission to destroy obtained from corporation counsel	n/a	Waived
Cancelled checks	CR + 7 years	s. 59.52 (4)	Waived
Correspondence	CR + 3 years	n/a	Waived
Financial records	n/a	n/a	Notify

## Addendum C

**COUNTY TREASURER  
RECORDS RETENTION SCHEDULE**

**NOTIFICATION OF ADOPTION**

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

<b>County:</b>	<b>Telephone (area code/no.):</b>
<b>Address (Street, City and Zip):</b>	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Treasurer Records Retention Schedule.

<b>Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive):</b>	<b>Title:</b>
<b>Signature of appropriate authorizing official:</b>	<b>Date signed (mo/day/yr):</b>

<b>County Treasurer (please print):</b>	
<b>Signature of County Treasurer:</b>	<b>Date signed:</b>

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Treasurer Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

<b>State Archivist:</b>	<b>Date Signed:</b>	<b>Executive Secretary-PRB:</b>	<b>Date Signed:</b>
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.



County Treasurer  
Addendum C

Records Series	Retention	Authority	Notification
Accounts payable: detail listing & check register (copies)	CR + 3 years	-	Waived
Appraisals, county-owned property	CR + 7 years	-	Waived
Assessments: certified special assessment roll	destroy after assessment collected or 7 years, whichever is longer	-	Waived
Assessments, real property	CR + 7 years	-	Notify
Assessments: statement of new special assessments	CR + 5 years	-	Waived
Assessments: special assessment payment register	destroy after all assessments collected or 7 yrs., whichever is longer	-	Waived
Audit letters	CR + 3 years	-	Waived
Balancing reports	CR + 3 years	-	Waived
Bank credit/debit notices	1 year after audit	-	Waived
Bank reconciliation	3 years after audit	-	Waived
Bank statements	CR + 7 years	-	Waived
Bankruptcies	CR + 7 years until superseded	-	Waived
Cash books, daily	FIS + 3 years provided audit is complete	-	Waived
Cash drawer reconciliation	1 year after audit	-	Waived
Check register	CR + 7 years	-	Waived
Checks, cancelled	CR + 7 years	S. 59.52(4)	Waived
Checks, outstanding	CR + 7 years	-	Waived
Correspondence, general	CR + 3 years	-	Waived
Deposit tickets and books	1 year after audit	-	Waived
Discontinued tax key numbers	Permanent	-	N/A
Journal entries, resolutions, cash receipts, treasurer's cash	CR + 3 years	-	Waived
Lottery cards, signed	4 yrs. including credit year	Administrative Code Chap. 20.15 (5)	Waived
Probate fees report	7 years	-	Waived
Receipts: general & settlement	CR + 7 years	s. 59.52(4)	Waived
Sale assessments	CR + 7 years	-	Waived
Suit tax, monthly	CR + 7 years	-	Waived
Tax deeds, foreclosure	CR + 15 years	s. 75.19 75.195	Waived

County Treasurer  
Addendum C

Records Series	Retention	Authority	Notification
Tax receipts	CR + 15 years	s. 59.52(4)	Waived
Tax rolls, municipal	CR + 15 years	s. 59.52(4)	Notify
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	Waived

## Addendum D

**Retention and Disposal of Court Records**

The retention and disposal of court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72. A summary of the statutory and rule provisions follows.

**Section 757.54 Wisconsin Statutes - Retention and Disposal of Court Records.**

Provides that "...the retention and disposal of all court records and exhibits in any civil or criminal action or proceeding or probate proceeding of any nature in a court of record shall be determined by the supreme court by rule..."

**Chapter WI SCR 72 - Retention and Maintenance of Court Records.****WI SCR 72.01.**

Establishes the minimum retention periods for original paper records of any court.

**WI SCR 72.02.**

Sets out the procedure for disposal of court records.

**WI SCR 72.03.**

Provides for the destruction of original court record after microfilming or electronically or optically storing.

**WI SCR 72.04.**

Requires that, prior to destruction, the custodian of the court record provide notice and offer title to the state historical society

**WI SCR 72.03.**

Destruction of Original Court Record after Microfilming or Electronically or Optically Storing.

**WI SCR 72.06.**

Addresses expunction of a court record.

Section 757.54 Wisconsin Statutes and Chapter WI SCR 72 are incorporated herein by reference as presently constituted or hereafter revised.

## Addendum E

# REGISTER OF DEEDS RECORDS RETENTION SCHEDULE

## NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

<b>County:</b>	<b>Telephone (area code/no.):</b>
<b>Address (Street, City and Zip):</b>	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the Register of Deeds Records Retention Schedule.

<b>Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive):</b>	<b>Title:</b>
<b>Signature of appropriate authorizing official:</b>	<b>Date signed (mo/day/yr):</b>

<b>Register of Deeds (please print):</b>	
<b>Signature of Register of Deeds:</b>	<b>Date signed:</b>

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the Register of Deeds Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

<b>State Archivist:</b>	<b>Date Signed:</b>	<b>Executive Secretary-PRB:</b>	<b>Date Signed:</b>
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e), 66.023 (10)	not applicable
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255, 767.40 (2)	not applicable
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	s. 786.25 (3)	not applicable
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)	not applicable
Articles of Incorporation and amendments for mutual associations	s. 215.71 (3)	not applicable
Articles of Incorporation for capital stock associations and amendments	s. 215.61 (3)	not applicable
Articles of Incorporation for banking corporation and amendments	s. 221.03 (3)	not applicable
Articles of Incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20	not applicable
Assessors' plats and amendments	s. 70.27 (2)(8)	not applicable
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)	not applicable
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)	not applicable
Business partnership agreements, amendments, articles of dissolution	s. 178.39	not applicable
Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)	not applicable
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	s. 157.07 (1), 157.07 (5), 157.70 (2)(i)	not applicable
Census schedules	None	not applicable
Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)	not applicable
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company.	s. 215.58 (3)	not applicable
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)	not applicable
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)	not applicable
Certified survey map and corrections of	s. 236.34 (1), 236.295 (1)	not applicable
Chattel mortgages	None	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	s. 32.55 (3), 32.56 (2), 32.57 (7)(b)	not applicable
City: certificate showing that a city has established an official map	s. 62.23 (6)(b)	not applicable
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)	not applicable
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e), 241.03 (1)	not applicable
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1), 706.05 (7)	not applicable
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	s. 185.05 (3), 185.42 (1), 185.42 (2)(5), 185.82 (3)	not applicable
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)	not applicable
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	s. 188.06, 188.11 (1)	not applicable
Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	s. 181.32 (1), 181.45 (2), 181.67 (3)(a)	not applicable
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	s. 187.01 (2), 187.14 (4)(c), 187.16 (1)187.16 (1), 187.19 (10)	not applicable
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)	not applicable
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	s. 186.35 (1), 186.02 (3)(a), 186.38 (2), 186.315	not applicable
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.43 (12m)(c)	not applicable
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)	not applicable
Deed: certificate of cancelled deed	s. 75.23	not applicable
Descent of property, judgement to determine	s. 867.05 (4)	not applicable
Discharge certificate from U.S. armed forces	s. 45.21	not applicable
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	s. 88.34 (9), 88.40, 88.94 (5)	not applicable
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)	not applicable
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h), 867.02 (2)(h)	not applicable
Estates: statement terminating joint tenancy of life estate	s. 867.04, 865.20 (2)	not applicable
Execution and sale of real estate, certificate of	s. 815.38 (1), 59.43 (11)	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Exploration mining lease; and cancellation of	s. 107.20 (1), 107.25 (2)	not applicable
Farmland preservation agreement and relinquishment	s. 91.13 (9), 91.19(5)	not applicable
Farms or country estates, registration of names	s. 59.76(1)	not applicable
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)	not applicable
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3), 77.10 (2)(a) 2	not applicable
Forest land (managed): Orders regarding	s. 77.82 (8), 77.91 (5)	not applicable
Forest lands (county): order of entry, withdrawals	s. 28.11(4)(d)(11)(a)	not applicable
Grantor/grantee index -- index to real property records	s. 59.43(9)	not applicable
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	not applicable
Highway assessments and apportionment on lands for county parks and parkways	s. 27.065 (13)(c)	not applicable
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	s. 80.64, 84.295 (10)(a)	not applicable
Highway register: county	s. 83.01 (7)(g)	not applicable
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15) (f), 23.293 (15) (17)(e)	not applicable
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	s. 228.05	not applicable
Index of records or files kept in the register's office	s. 59.43(10)	not applicable
Industrial development agencies: articles of incorporation	s. 59.57(2)(e)(2)	not applicable
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265	not applicable
Interest in property, statement or certificate confirming	s. 865.201 (2), 867.046 (1)(m)	not applicable
Judgment of declaration of interests in real property	s. 841.10 (1)	not applicable
Land patents, U.S.	None	not applicable
Levy or writ of execution on real property	s. 815.195	not applicable
Lien for threshing, husking, baling	s. 779.50 (3)	not applicable
Lien judgement	s. 75.521 (14)	not applicable
Lien or mortgage, discharge order	s. 847.09	not applicable
Lien: certificate of redemption of judgment lien on loan	s. 851.64	not applicable
Liquidated insurer, documents relating to property of	s. 645.46 (17)	not applicable
Lis pendens	s. 840.10 (1), 59.43(11)	not applicable
Marital property agreements and related statements	s. 766	not applicable
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b, 66.888 (1)(d)3	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Mineral interests: statement of claim	s. 706.057 (4)	not applicable
Mineral rights register consisting of conveyances of mineral interests	s. 706.055	not applicable
Monuments: survey conducted to erect monuments	s. 60.84 (4)	not applicable
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)	not applicable
Mortgage: certificate of discharge after foreclosure	s. 846.13	not applicable
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)	not applicable
Name change: certified copy of order and indexes	s. 786.36	not applicable
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29(16)(18)(f), 23.29 (20)(e)	not applicable
Oaths of office	s. 19.01 (4) (d)	not applicable
Plat maps and corrections of	s. 236.02 (10), 236.295 (1)	not applicable
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	s. 236.26	not applicable
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)	not applicable
Power of attorney	s. 813.23 (1)(b)	not applicable
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)	not applicable
Proof of age (duplicate or certified copy)	s. 889.28	not applicable
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)840.11 (1)	not applicable
Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	s. 59.71	not applicable
Public lands: annulment of certificates and patents	s. 24.35	not applicable
Rail property: release of first right to acquire by DOT	s. 85.09 (5) (b)	not applicable
Railroads: map showing proposed route	s. 190.10 (1)	not applicable
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20	not applicable
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)	not applicable
Real estate owners subject to building codes	s. 62.17 (1)	not applicable
Real estate transfers	s. 77.29	not applicable
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07	not applicable
Real property: affidavit of publication of a sale	s. 985.12 (3)	not applicable
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)	not applicable
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)	not applicable



Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Retrocession of jurisdiction, documents concerning	s. 1.031	not applicable
Savings bank: articles of Incorporation of a savings bank and amendments	s. 214.25 (5)	not applicable
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)	not applicable
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a), 409.402 (1)(b), 409.402 (9), 59.43 (1)(n)	not applicable
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5), 342.20 (3)	not applicable
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	not applicable
Sewer and transportation facilities, record of damage awards by condemnor	s. 32.05(7)(c)	not applicable
Share croppers' contracts	s. 241.03 (1)	not applicable
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	s. 66.032 (6)(b), 66.032 (9)(c), 66.032 (10)	not applicable
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b), 59.43(1)(q)	not applicable
Surety company bond	s. 344.36 (2)	not applicable
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)	not applicable
Surveyor's records, field notes		not applicable
Time-share instrument and amendments; termination agreement	s. 707.21 (3), 707.24 (2)(b)	not applicable
Town boundary or name change: order or ordinance	s. 59.17 (12); 59.23(2)(k)	not applicable
Town mutual corporate documents	s. 612.81 , 59.43(12)(b)	not applicable
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7), 60.785 (2)(a)	not applicable
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b	not applicable
Tract index	s. 59.43(12m)(a)	not applicable
Trademarks, labels, badges, statement or description of	s. 132.04	not applicable
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)	not applicable
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)	not applicable
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)	not applicable
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10	not applicable
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01(15)(a), 59.43(1)(h)	not applicable

Register of Deeds-Permanent  
Addendum E

Record Series	Retention & Authority	Notification
Woodland tax lands: entry, declassification of; tax law classification	s. 77.16 (3)(7)(9)	not applicable
Writ of attachment and related records; discharge or attached real estate; certificate of judgement or satisfaction on money or property held by writ of attachment	s. 59.43(11), 811.11, 811.17, 811.22	not applicable

Register of Deeds-Non Permanent  
Addendum E

Records Series	Retention & Authority	Notification
Accounts payable	CR + 7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Waived
Blueprints	Until superseded by as-built tracings	Notify
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Cancelled checks	CR + 7 years s. 59.54(16)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR + 7 years	Notify
City record of officers and employees' surety bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years s. 66.048 (3)(c)	Waived
Correspondence	CR + 3 years	Waived
Equipment & furnishings inventories	Until superseded	Waived
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.52(10)	Waived
Insurance policies, occupancy	CR + 7 years s. 59.52(10)	Waived

Register of Deeds-Non Permanent  
Addendum E

Records Series	Retention & Authority	Notification
Liquidated insurers' records	7 years after close of liquidation proceedings s. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1, 66.431 (11)(b)	Notify
Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurers receipts	CR + 2 years	Waived
UCC filings (Fixture) 409.403 (6) 409.402 (5)	EVT = satisfaction of mortgage s. 409.403 (6), s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5 years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived
Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived

District Attorney  
Addendum F

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
	<b>District Attorney</b>					
	Breathalyzer Unit Certification	S	s. 978.07(1)(d)	Waived		
	Check Complaints	EVT		Waived		
	Check Ledger Cards	CR + 7 years		Waived		
	Civil Cases	EVT + 3 years: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Notify		
	DNR (Department of Natural Resources) Citations	EVT		Waived		
	Felony or Related Cases	EVT + 10 years: EVT = Case closed or Mandatory release date reached; which ever is later	s. 978.07(1)(c)3	Notify		
	Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20 years: EVT = Released or paroled; which ever is later	s. 978.07(1)(c)2	Notify		
	Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50: Released or paroled; which ever is later	s. 978.07(1)(c)1	Notify		
	Grant Reimbursement Proposals (Victim Witness)	CR + 10		Waived		
	Juvenile Cases - JV / Juvenile Delinquency	EVT + 10: EVT = Juvenile's 17th Birthday	SCR 72.03(2)	Waived		
	Juvenile Consumption Files	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile DNR Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Municipal Citations	EVT + 3: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Truancy Violations / Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Misdemeanor Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Waived		
	Ordinance Violations	EVT + 3: EVT = Commencement of Action		Waived		
	Parking Citations	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Search Warrants	EVT + 6: EVT = Filed with Court	SCR 72.01(27)	Waived		
	Subpoena Duces Tecum	S		Waived		
	Traffic Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Trust Account Audits, Monthly	EVT + 6: EVT = Case Related	SCR 20(1-15) & s. 757.293(2)	Waived		
	Vacation Schedule, Police Officers	S		Waived		

District Attorney  
Addendum F

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
	Vehicle Seizures	EVT + 3: EVT + Date of Seizure	s. 978.07(b)	Waived		
	Victim / Witness Card Files	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Cases	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Volunteers and Schedules	5		Waived		

## ADAMS COUNTY PARKS ORDINANCE

BT: CK at 11:23am

Pursuant to Section 27.075 of the Wisconsin Statutes, under which the Adams County Board of Supervisors is granted specific authority relative to the supervision and regulation of use and enjoyment of all county parks,

**THE ADAMS COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:**

**SECTION 1. GENERAL ADMINISTRATIVE AND TERMS.**

**1.1 Terms.**

**1.1.1 Administration and Finance Committee:** The term "Committee" shall mean the Adams County Administrative and Finance Committee.

**1.1.2 Park:** The terms "park," "county park," "public access," "trails" and "Adams County Park" are defined to mean all lands and water heretofore and hereafter acquired and/or maintained by the county for park or recreational purposes or placed under the jurisdiction of the Administrative and Finance Committee and include, without limitation, parks and privately owned lands, the use of which has been granted to the county for park, recreational, or like public purposes.

**1.1.3 Person:** The term "person" shall include any individual, firm, partnership, corporation and association of persons, and the singular number shall include the plural.

**1.2 Scope.** Except when the context provides otherwise, the provisions of this Ordinance shall apply to all lands, structures and property owned, leased, or administered by Adams County, Wisconsin, and under the management, supervision, and control of the Committee.

**1.3 Parks Supervisor / Park Manager and Trails Coordinator / Park Manager.** The Parks, Recreation, and Trails Department, whose heads shall be both the Parks Supervisor / Park Manager and the Trails Coordinator / Park Manager, shall be the administrative positions under the direct supervision of the County Manager/Administrative Coordinator. Both positions will be referred to as "Park Managers" in this ordinance.

**1.4 Closing Hours and Dates.**

**1.4.1 Closing Hours:**

1. It shall be unlawful for any person, except registered campers in or enroute to designated campgrounds, to enter or be in any county park between the hours of 10:30 p.m. and 7:00 a.m.
2. Persons transporting watercraft to and from designated boat landings are permitted at any hour.

3. Persons renting park shelters must vacate such buildings by 10:00 p.m. or another time if first agreed upon by Park Managers.

**1.5 Fees, Charges, and Deposits**

**1.5.1 Fee Schedule:**

It shall be unlawful for any person to use any facility, shelter, land or area for which a fee or charge has been established by the Committee without payment of such fee or charge as posted or otherwise established by the Committee. Such fees will be reviewed annually for any changes.

**1.6 Additional Rules, Permits, Exceptions**

**1.6.1 Additional Rules:** Rules and regulations may be made at a public meeting by the committee governing the further use and enjoyment of parks, parkways, playgrounds, beaches, boat landings, campgrounds, public accesses, lakes, streams, trails, and the facilities thereof. Any person who shall violate such rules or regulations, or who refuses to subject himself thereto, may be excluded from the use of such facility and be subject to the penalties as set forth in Section 11.2 of this Ordinance.

**1.6.2 Special Permits:** Special permits may be granted by Park Managers. The person receiving said permit shall abide by the provisions in the permit as well as all County Ordinances unless the permit specifically states that a particular Ordinance(s) may be overridden by the permit.

**1.6.3 Exceptions:** Nothing in this code shall prohibit or hinder the Park Managers, other authorized employees, duly authorized agents or any law enforcement officers from performing their official duties.

**1.7 Compliance With Orders of Park Patrol Officers.**

**1.7.1 Failure to Obey:** No person shall fail or refuse to comply with any reasonable order relating to the regulation, direction, or control of traffic, or to any other order lawfully given by any park patrol officer or deputy sheriff, or to willfully resist, obstruct, or abuse any park patrol officer or any other official in the execution of his office. Park Managers and Assistant Park Managers are considered Park Patrol Officers when acting in that capacity.

**SECTION 2. PUBLIC MEETINGS AND SALES.**

**2.1 Public Meetings.**

**2.1.1** Any person desiring to hold a public meeting of any kind whatsoever in any park shall first obtain a permit from the Committee or its duly authorized agent. The permit must be applied for not less than 48 hours prior to the scheduled event.



2.1.2 Permits will be granted for the purpose of holding any lawful public assembly in accordance with published regulations governing the reasonable use of parks.

**2.2 Peddling and Soliciting.**

2.2.1 It shall be unlawful for any person to peddle or solicit business of any nature whatsoever, or to distribute handbills or other advertising, to post unauthorized signs or decorative matter on any lands, structures, or property in any county park or to use such lands, structures, or property as a base of commercial operations for soliciting or conducting business, peddling, or providing services within or outside of such lands, structures, or property unless first authorized by a Park Manager.

2.2.2 **Soliciting Boat Rides.** It shall be unlawful to use in any manner the dock, pier, wharf, boat landing, mooring facilities in, or the waters in or immediately adjacent to any county park for the purpose of soliciting rides of any kind unless authorized by the Committee.

**SECTION 3. PERSONAL CONDUCT AND NUISANCES.**

3.1 **Personal Conduct:** It shall be unlawful for any person to indulge in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance, or to be so intoxicated that the individual is unable to care for their own safety, in any county park.

3.2 **Noise Control:** It shall be unlawful for any person to operate loud speakers, motors, motorboats, motor vehicles, or any other mechanical devices that produce undue or unnecessary noises, as determined by park personnel, without first obtaining a written permit from the Committee or a duly authorized agent.

**SECTION 4. DESTRUCTION, ENTRY, CLEANING, AND REFUSE.**

**4.1 Destruction and Entry.**

4.1.1. **Destruction, Defacement, or Removal:** It shall be unlawful for any person to disturb, deface, remove, or destroy any trees, shrubs, plants, or other natural growth; to carve on any rocks, archaeological or geological features, signs, walls, or structures; to drive nails in trees; or to move, injure, or deface in any manner any structures including buildings, signs, fences, tables, or other county property. The picking of edible fruits or nuts is permitted.

4.1.2 **Entry and Manipulation:** It shall be unlawful for any person to enter in any building, installation, or area that may be under construction or locked or closed to public use; or to disturb or manipulate any water control structure, regulation water markers, dam or culvert; or to enter or be upon

any building, installation or area after the posted closing time or before the posted opening time, or contrary to posted notice, in any park.

**4.2 Cleaning and Refuse.**

**4.2.1 Washing:** The washing of cars, persons, pets, cooking utensils, or clothing, is prohibited in any of the lakes or streams, or on any picnic grounds, playgrounds, recreation areas, parking lots or roadways. The washing of persons, cooking utensils, and clothing shall be permitted at designated campsites, or at other authorized and posted locations.

**4.2.2 Fish and Game Cleaning:** It shall be unlawful for any person to clean, butcher, scale, or skin any fish, game, livestock, or poultry at any location within a park that has a designated fish-cleaning station, other than at the designated fish-cleaning station. Refuse from such cleaning operations must be suitably wrapped or packaged and deposited in the refuse containers provided for that purpose.

**Refuse:** It shall be unlawful for any person to dispose of any garbage, sewage, bottles, tin cans, paper, or other waste material in any manner except by park users placing the refuse in receptacles provided for such purposes. It shall be unlawful to dump personal household garbage at any time within any county park.

**SECTION 5. VEHICLES.**

**5.1 Vehicular Traffic and Parking.**

**5.1.1** No person shall operate any vehicle at a speed in excess of 15 miles per hour or contrary to official traffic signs in any county park.

**5.1.2** No person shall operate any vehicle in any park in a reckless manner contrary to the provisions of Section 346.62 of the Wisconsin Statutes.

**5.1.3** It shall be unlawful to operate or park any motor vehicle, except as provided for herein, upon any hiking trail, beach area, playground, picnic area, or any other area other than established roads, parking areas, boat ramps, and service areas, or contrary to posted notice.

**5.1.4** It shall be unlawful for any person to operate any motor-driven sled, toboggan, or other snowmobile except on designated trails and from one's registered campsite to the nearest trail or route.

**5.1.5** No person shall operate, within any park, any motor vehicle which is not registered and designated for highway travel. ATVs / UTVs registered with Wisconsin Department of Natural Resources are only allowed in park areas so designated by signage only. Park maintenance vehicles are exempt from the above.

**5.1.6** Commercial motor vehicles greater than 26,000 pounds gross weight are not allowed within any county park without prior consent from the Park Manager.

171 **5.1.7** It shall be unlawful to park a vehicle in any manner as to obstruct  
172 other vehicles or to block a boat landing, trailhead, or access area; or contrary  
173 to posted notice.  
174

175 **SECTION 6. FIRES, FIREWORKS, FIREARMS.**

176 **6.1 Fires.**

177 It shall be unlawful for any person to start, tend, or maintain any fire between  
178 the hours of 1:00 a.m. and 6:00 a.m., or to burn any refuse, non-combustible  
179 substance, or any substance such as pressure treated wood and painted wood  
180 that, when burned, omits toxic fumes . All fires must be contained within  
181 designated fire rings or grills.

182 **6.2 Fireworks, Rockets, Explosive Devices.** It shall be  
183 unlawful for any person to possess, fire, or discharge any explosive or  
184 pyrotechnics device containing powder within the limits of any county park,  
185 except firework displays given under the direction or by the permission of the  
186 Park Managers.

187 **6.3 Firearms.** It shall be unlawful for any person to have in their  
188 possession or under their control any firearm, air gun, or gas operated gun as  
189 defined in Section 939.22 Wisconsin Statutes unless the same is unloaded and  
190 enclosed in a carrying case, except: handguns carried under the authority of a  
191 Concealed Carry Weapon permit that is valid under Act 35 in Wisconsin; or any  
192 bow or crossbow, unless the same is unstrung or enclosed in a carrying case  
193 in any county park; and unless one meets the requirements as set forth in  
194 SECTION 7.3 Hunting and Trapping, set forth below.  
195

196 **SECTION 7. ANIMALS.**

197 **7.1 Pets.**

198 It shall be unlawful for any person to allow pets to enter any county public  
199 building, bathing beach, or playgrounds within park grounds. In other county  
200 park areas and campgrounds pets are permitted provided they shall at all  
201 times be kept on a leash not more than 10 feet long. All pets shall be  
202 effectively restrained and under the owner's control at all times. All pet feces  
203 must immediately be cleaned up by the owner. No person shall allow their pet  
204 to deprive or disrupt the enjoyment or use of any area by others.  
205

206 **7.2 Horses.** It shall be unlawful for any person to ride a horse or  
207 have a horse in any Adams County Park without the authorization of park  
208 manager or designee.

209 **7.3 Hunting and Trapping.** It shall be unlawful for any person to  
210 catch, take, kill, hunt, trap, pursue, or otherwise disturb any wild animals or  
211 birds in any county park except under the following conditions: One may hunt  
212 in a county park utilizing: shotguns and/or muzzle loaders which are fired  
213 from the shoulder and using fine shot only; and bows and/or crossbows.

Hunting must occur from an elevated device shooting down toward the ground. A maximum of three hunters and one trapper are permitted per forty acres. No hunting and/or trapping is permitted within 50' of any park road or hiking trail and outside of established public park use areas, swim areas, playgrounds and other high intense public use areas. One must obtain a free hunting/trapping permit from the respective park where the hunting/trapping is to occur. Any exception to this section will be detailed in the free hunting/trapping permit. All other current Wisconsin State hunting, trapping and fishing regulations apply.

## **SECTION 8. REMOVAL OF PERSONAL PROPERTY.**

**8.1 Removal of Personal Property.** All personal property which requires registration for entry into any county park including vehicles, recreational vehicles, motorhomes, trailers, and tents must have current and valid registration with the Adams County Parks Department or be subject to removal by park personnel. Unregistered personal property shall be considered abandoned and therefore subject to removal by park personnel. Removal fees, such as towing, may be charged to the registered owner.

**8.2 Personal Property That Hinders a Safety Condition.** In order to maintain safe grounds and facilities, Park Managers may request that personal property be moved so park personnel can rectify a hazardous condition, maintenance project or any other reasonable objective determined by Park Managers. Upon request by Park Managers, camping units such as RVs, motorhomes and tents must be moved at the owner's expense within the timeframe specified by the Park Managers.

## **SECTION 9. BEACHES.**

**9.1 Glass Containers.** It shall be unlawful for any person to carry glass bottles or glass containers of any kind on any bathing beach or in the water adjacent to any bathing beach in any county park.

**9.2 Boundary Buoys.** It shall be prohibited to disturb a beach boundary buoys or markers in any swimming beach in any county park.

**9.3 Swimming Area Limits.** It shall be unlawful for any person:

1. To swim or bathe outside established swim areas when swim areas are marked by buoys or other signs, thus restricting swimmers or bathers to go beyond the line of buoys. Swim at your own risk at all times.

2. To swim, wade, or bathe within 100 feet of any boat landing.

**9.4 Beach Athletics.** Except in locations designated for such purposes, it shall be unlawful for any person to engage in any athletic game or sport, or in any activity upon a bathing beach or in the water, when injury or inconvenience to others might result therefrom.

**9.5 No Boats Within 100' Of Swimming Areas.** Operation of any motorized boat within 100 feet of a designated swimming area marked by buoys or other means, is not permitted.

## **SECTION 10. CAMPING.**

**10.1 Definitions.** For the purposes of this Ordinance, the following definitions apply.

**10.1.1 Camping or Camp:** The use of a shelter such as a tent, trailer, motor vehicle, tarpaulin, bedroll or sleeping bag for temporary residence or sleeping purposes.

**10.1.2 Designated Campground:** Any tract of land designated for camping, with or without designated campsites.

**10.1.3 Campsite:** A segment of a campground which is used for camping by a camping unit or camping party.

**10.1.4 Camping Unit:** A single shelter used for a camp by camping party.

**10.1.5 Camping Party:** Any individual, or an individual group occupying a campsite of six people or less.

**10.1.6 Closed Shelter:** Any building or structure capable of being closed to public access, and reserved for public or private group activities.

### **10.2 Camping Regulations.**

**10.2.1 Camping is Prohibited** in all county parks except at designated campgrounds with or without designated campsites. Designated campgrounds are those located in Petenwell and Castle Rock Parks.

**10.2.2 Campsite Activities Prohibited** shall be announced at a public meeting and distributed to park offices pertaining to park rules and regulations and campgrounds management directives.

**10.2.3 Campsite Changes:** No registered camping party shall move from one campsite to another campsite in a designated campground without prior approval of the park attendant.

**10.2.4 Camping Permit Expiration:** All camping permits expire at 2:00 p.m. on the last day of the permit period.

**10.2.5 Camping Permit Extensions:** Extensions must be obtained prior to 2:00 p.m. on the expiration date of the permit.

**10.2.6 Campsite Entry Hours:** No camping party shall start setting up or taking down its camping unit between the hours of 11:00 p.m. and the following 7:00 a.m. without authorization of the park attendant or in case of emergency.

**10.2.7 Campsite Parking:** A limit of two motor vehicles are permitted to park on or near the immediate area of a campsite. Additional

vehicles must be parked in other designated parking lots or overflow areas. All vehicles must display valid proof of Adams County Parks Registration.

**10.2.8 Campsite Reservations:** Reservations will be accepted for reservable campsites in any established campground.

**10.2.9 Camping Prohibitions – Posted Notice:** No person shall camp on any lands under the management, supervision, or control of Adams County Parks contrary to posted notice.

**10.2.10 Camping Violations:** Violation of any state law or any rules and regulations of this Ordinance by a member of a camping party is cause for revocation for the camping permit. It is left to the discretion of the Park Managers and/or park patrol officer as to whether an individual or an entire camping party may be evicted based upon the totality of the circumstances.

**10.2.11 Quiet Hours:** Quiet hours shall be maintained by all campers from 11:00 p.m. until 7:00 a.m. Failure to observe quiet hours may result in revocation of the camping permit or imposition of other sanctions as the park patrol shall determine.

**10.2.12 Aesthetics and/or Abandonment of Park User**

**Equipment, Campers, and/or Vehicles:** Park personnel have the authority to store or dispose of abandoned park user equipment, campers and vehicles due to failure to pay user fees for such item(s) if such item(s) may be deemed in non-compliance with current rules, regulations, and/or directives.

**10.2.13 Unauthorized Person:** No person that is not a registered camper, or invited guest by another camper, shall enter a designated campsite area in any park without prior approval of park personnel.

## **SECTION 11. LEGAL ACTION.**

**11.1 Civil Action:** Adams County Corporation Counsel shall handle all Parks civil actions and prosecute or proceed as provided by law.

**11.2 Penalties:** Any person, firm, company, or corporation who violates the regulations set forth in this Ordinance, or rules and regulations made by the Committee, shall be subject to a forfeiture of not less than \$20.00 nor more than \$250.00, together with court costs and costs of prosecution and in default of payment thereof, imprisonment in the county jail until such forfeiture and costs be paid, but not more than thirty days, except as provided by law.

**11.3 Powers of County Park Patrol:** Any park personnel duly appointed and authorized by the Park Managers to function as a park patrol officer has the authority to: issue a citation to appear in court. Said citation shall inform the individual of the offense violations, the date and time of appearance in court, and the forfeiture deposit required when applicable. The citation shall be immediately forwarded to the Park Manager who shall then consult with Adams County Corporation Counsel. Park patrol shall have at all times the right to enter the premises of any county park building structure, or

enclosure in any park or parkway, including such grounds, buildings, structures, or enclosures which may be leased or set aside for the purpose of determining that there is compliance with this Ordinance and the rules, regulations, and/or directives approved by the Committee, and may use all necessary means to attain that end.

12.0 **Prior Ordinance Rescinded.** Adams County Parks Ordinance No. 3-2015 is rescinded in its entirety upon adoption of this Ordinance.

**PARKS ORDINANCE FORFEITURE AMOUNTS.***These amounts do not include current court costs.**Please refer to Circuit Court Bond Schedule for bond deposit amount.*

<b><u>SEC.</u></b>	<b><u>OFFENSE</u></b>	<b><u>MINIMUM FORFEITURE</u></b>
1.4	Entry during closing hours	\$ 25.00
1.5	Failure to pay user fee	20.00
1.7	Failure to comply with orders of park patrol officers	25.00
1.5	Failure to obtain use permits	20.00
2.2	Peddling and soliciting	35.00
3.1	Disorderly conduct	35.00
3.2	Unnecessary noises	40.00
4.01	Destruction, entry, defacement, or removal	200.00
4.2	Cleaning and refuse	30.00
5.1	Vehicular traffic and parking – misuse	30.00
6.1	Starting, tending, or maintaining fires	40.00
6.2	Fireworks - Possession of firing an explosive or pyrotechnic device	40.00
6.3	Possession of a firearm, air gun, or bow	40.00
7.1	Allow pets to enter any public building, bathing beach, or playgrounds, or to run at large	20.00
7.2	Horses	20.00
7.3	Hunting and trapping – unlawful to take, catch, kill, hunt, trap, pursue, or disturb animals and birds	40.00
8.2	Failure to remove personal property	30.00
9.1	Glass Containers on beach	20.00
9.2	Boundary Buoys – disturbing bathing beach boundary buoys or markers	40.00
9.3	Swimming Area limits	20.00
9.4	Beach Athletics – engaging in athletic games or sports upon a bathing beach or in the water adjacent to the beach	20.00
9.5	Boats within 100' of swimming area	60.00
10.2.1	Camping Prohibited–camping except in designated campgrounds	25.00
10.2.2	Camping Regulations	15.00
10.2.3	Campsite Changes – moving from an assigned to another without prior approval	15.00
10.2.7	Campsite Parking - more than 2 vehicles at each site	30.00
10.2.11	Violation of quiet hours	25.00

**SECTION 12. SEVERABILITY.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held unconstitutional, such



393 decision shall not affect the remaining portions of this Ordinance, unless the  
394 intent of the Ordinance is materially altered.

395  
396 **SECTION 13. EFFECTIVE DATE.** This Ordinance will be in full force and  
397 effect upon passage and publication.

398  
399 **SECTION 14. PRIOR ORDINANCE RESCINDED.** Adams County  
400 Parks Ordinance No. 3-2015 is rescinded in its entirety upon adoption of this  
401 Ordinance.  
402  
403

404

405

406

407 Recommended for enactment by the Administrative and Finance Committee this 9th  
408 day of March, 2017.

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411

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Enacted \_\_\_\_\_

413

Defeated \_\_\_\_\_ by the Adams County Board of Supervisors

414

Tabled \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

415

416

417

Chairman \_\_\_\_\_

County Clerk \_\_\_\_\_

418



Reviewed by Corporation Counsel

419



Reviewed by Administrative Coordinator/Director of Finance

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421

422

Date of Publication: \_\_\_\_\_

423

Published in the Times Reporter, the official newspaper of Adams County on

424

\_\_\_\_\_, 2017.

**ADAMS COUNTY PARKS ORDINANCE**

Pursuant to Section 27.075 of the Wisconsin Statutes, under which the Adams County Board of Supervisors is granted specific authority relative to the supervision and regulation of use and enjoyment of all county parks,

**THE ADAMS COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:****SECTION 1. GENERAL ADMINISTRATIVE AND TERMS.****1.1 Terms.****1.1.1 Resource & Recreation Committee Administration and Finance Committee:**

The term "Committee" Parks and Snowmobile Committee shall mean the Adams County Resource and Recreation Committee shall mean the Adams County Administrative and Finance Committee.

**1.1.2 Park:** The terms "park," "county park," "public access," "trails" and "Adams County Park" are defined to mean all lands and water heretofore and hereafter acquired and/or maintained by the county for park or recreational purposes or placed under the jurisdiction of the Resource and Recreation Committee Administrative and Finance Committee and include, without limitation, parks and privately owned lands, the use of which has been granted to the county for park, recreational, or like public purposes.

**1.1.3 Person:** The term "person" shall include any individual, firm, partnership, corporation and association of persons, and the singular number shall include the plural.

**1.2 Scope:** Except when the context provides otherwise, the provisions of this Ordinance shall apply to all lands, structures and property owned, leased, or administered by Adams County, Wisconsin, and under the management, supervision, and control of the Resource and Recreation Committee Committee.

**1.3 Director of Parks Parks Supervisor / Park Manager and Trails Coordinator / Park Manager.** The Parks, Recreation, and Trails Department, whose head heads shall be the Director of Parks and Recreation both the Parks Supervisor / Park Manager and the Trails Coordinator / Park

Manager, shall be the administrative positions under the direct supervision of the County Manager/Administrative Coordinator. ~~or executive agency of the Resource and Recreation Committee. The Director of Parks and Recreation shall be the authorized agent of the committee as referred to herein. . Both positions will be referred to as "Park Managers" in this ordinance.~~

#### **1.4 Closing Hours and Dates.**

##### **1.4.1 Closing Hours:**

1. It shall be unlawful for any person, except registered campers in or enroute to designated campgrounds, to enter or be in any county park between the hours of 10:30 p.m. and 7:00 a.m.
2. Persons transporting watercraft to and from designated boat landings are permitted at any hour.
3. Persons renting park shelters must vacate such buildings by 10:00 p.m. or another time if first agreed upon by Park Managers.

##### **1.4.2 Closing Dates:**

1. ~~It shall be unlawful for any vehicle, except snowmobiles utilizing county approved loading and unloading zones, to enter or be, between the dates of November 30 and April 15, in an Adams County non-licensed campground Park, except as provided herein.~~
2. ~~Designated boat landings may be used at any time for access to the lakes.~~
3. ~~If alternative closing dates or closing go into effect, the Parks, Recreation, and Trails Department must post the alternative closing date each year at least 20 days in advance at each respective park entrance.~~

#### **1.5 Fees, Charges, and Deposits**

##### **1.5.1 Fee Schedule:**

It shall be unlawful for any person to use any facility, shelter, land or area for which a fee or charge has been established by the Committee without payment of such fee or charge as posted or otherwise established by the Committee. Such fees will be reviewed annually for any changes. ~~and changed by the Committee accordingly to reflect current economic conditions along with the needs and wants of recreational users, while considering the welfare and safety of the general public.~~

~~**1.5.2 Special Fees:** Any park structure, facility, or area other than the above, may be reserved or rented for special purposes subject to the~~

approval of the Committee. The Committee, at its discretion, may set the charge for this facility.

## **1.6 Additional Rules, Permits, Exceptions**

**1.6.1 Additional Rules:** Rules and regulations may be made from time to time at a public meeting by the committee governing the further use and enjoyment of parks, parkways, playgrounds, beaches, boat landings, campgrounds, public accesses, lakes, streams, trails, and the facilities thereof. Any person who shall violate such rules or regulations, or who refuses to subject himself thereto, may be excluded from the use of such facility and be subject to the penalties as set forth in Section 11.2 of this Ordinance.

**1.6.2 Permits:** Any person to whom a permit shall have been issued by the Director or other authorized park personnel, shall be bound by the Director or other authorized park personnel, and shall be bound by the provisions of all Ordinances of Adams County as fully as though the same were inserted in each permit.

**Special Permits:** Special permits may be granted by Park Managers. The person receiving said permit shall abide by the provisions in the permit as well as all County Ordinances unless the permit specifically states that a particular Ordinance(s) may be overridden by the permit.

**1.6.3 Exceptions:** Nothing in this code shall prohibit or hinder the Director, Park Managers, other authorized employees, duly authorized agents or any peace law enforcement officers from performing their official duties.

## **1.7 Compliance With Orders of Park Police Patrol Officers.**

**1.7.1 Failure to Obey:** No person shall fail or refuse to comply with any reasonable order relating to the regulation, direction, or control of traffic, or to any other order lawfully given by any park police patrol officer or deputy sheriff acting under the authority of the Board, or to willfully resist, obstruct, or abuse any park police patrol officer or deputy sheriff or any other official in the execution of his office. Park Managers and Assistant Park Managers are considered Park Patrol Officers when acting in that capacity.

## **1.8 Installations, Public Utilities, and Private Construction**

**1.8.1 Public Utilities Location:** The location of all sewers and receivers, gas pipes, water pipes, stopcock boxes, hydrants, lamp posts, telegraph, telephone, and electric power posts and lines, manholes, conduit and pumps within any park or parkway shall be subject to the jurisdiction and control the Committee; and their construction, erection, repair, or relocation

shall be undertaken only after written permission is received from said Committee or Director.

## **SECTION 2. PUBLIC MEETINGS AND SALES.**

### **2.1 Public Meetings.**

**2.1.1** Any person desiring to hold a public meeting of any kind whatsoever in any park shall first obtain a permit from the Committee or its duly authorized agent. The permit must be applied for not less than 48 hours prior to the scheduled event.

**2.1.2** Permits will be granted for the purpose of holding any lawful public assembly in accordance with published regulations governing the reasonable use of parks.

### **2.2 Peddling and Soliciting.**

**2.2.1** It shall be unlawful for any person to peddle or solicit business of any nature whatsoever, or to distribute handbills or other advertising matter, to post unauthorized signs or decorative matter on any lands, structures, or property in any county park or to use such lands, structures, or property as a base of commercial operations for soliciting or conducting business, peddling, or providing services within or outside of such lands, structures, or property unless first authorized in writing by the Committee or its duly authorized agent by a Park Manager.

**2.2.2 Soliciting Boat Rides.** It shall be unlawful to use in any manner the dock, pier, wharf, boat landing, mooring facilities in, or the waters in or immediately adjacent to any county park for the purpose of soliciting rides of any kind unless authorized by the Committee.

## **SECTION 3. PERSONAL CONDUCT AND NUISANCES.**

**3.1 Personal Conduct:** It shall be unlawful for any person to indulge in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance, or to be so intoxicated that he the individual is unable to care for his their own safety, in any county park.

**3.2 Property of Others:** It shall be unlawful for any person to destroy, disturb, molest, or remove the property or personal effects of others.

164 **3.3 3.2 Unnecessary Noises: Noise Control:** It shall be unlawful for  
165 any person to operate loud speakers, motors, motorboats, motor vehicles, or  
166 any other mechanical devices that produce undue or unnecessary noises, as  
167 determined by park personnel, without first obtaining a written permit from  
168 the Committee or a duly authorized agent.  
169

170  
171 **SECTION 4. DESTRUCTION, ENTRY, CLEANING, AND REFUSE.**  
172

173 **4.1 Destruction and Entry.**

174 **4.1.1. Destruction, Defacement, or Removal:** It shall be unlawful  
175 for any person to disturb, molest, deface, remove, or destroy any trees,  
176 shrubs, plants, or other natural growth; to carve on any rocks, archaeological  
177 or geological features, signs, walls, or structures; to drive nails in trees; or to  
178 move, injure, or deface in any manner any structures including buildings,  
179 signs, fences, tables, or other county property. The picking of edible fruits or  
180 nuts is permitted.

181 **4.1.2 Entry and Manipulation:** It shall be unlawful for any person  
182 to enter in any building, installation, or area that may be under construction or  
183 locked or closed to public use; or to molest disturb or manipulate any water  
184 control structure, regulation water markers, dam or culvert; or to enter or be  
185 upon any building, installation or area after the posted closing time or before  
186 the posted opening time, or contrary to posted notice, in any park.  
187

188 **4.2 Cleaning and Refuse.**

189 **4.2.1 Washing:** The washing of cars, persons, pets, cooking utensils,  
190 or clothing, is prohibited in any of the lakes or streams, or on any picnic  
191 grounds, playgrounds, recreation areas, boat landings, parking lots or  
192 roadways or within 50 feet of any pump, fountain, or drinking water outlet in  
193 any county park. The washing of persons, cooking utensils, and clothing shall  
194 be permitted at designated campgrounds campsites, or at other authorized  
195 and posted locations.

196 **4.2.2 Fish and Game Cleaning:** It shall be unlawful for any person  
197 to clean, butcher, scale, or skin any fish, game, livestock, or poultry at any  
198 location within a park that has a designated fish-cleaning station, other than at  
199 the designated fish-cleaning station. Refuse from such cleaning operations  
200 must be suitably wrapped or packaged and deposited in the refuse containers  
201 provided for that purpose.

202 **4.2.3 Refuse:** It shall be unlawful for any person to dispose of any  
203 garbage, sewage, bottles, tin cans, paper, or other waste material in any  
204 manner except by park users placing the refuse in receptacles provided for

such purposes. It shall be unlawful for non-park users to dump their personal household garbage at any time within any county park. Throwing of bottles, tin cans, garbage, sewage, or any other refuse in or on the ice of any lakes, streams, or along roads in any county park is prohibited.

## **SECTION 5. VEHICLES.**

### **5.1 Vehicular Traffic and Parking.**

**5.1.1** No person shall operate any vehicle at a speed in excess of 15 miles per hour or contrary to official traffic signs in any county park.

**5.1.2** No person shall operate any vehicle in any park in a reckless manner contrary to the provisions of Section 346.62 of the Wisconsin Statutes.

**5.1.3** It shall be unlawful to operate or park any motor vehicle, except as provided for herein, upon any hiking trail, beach area, playground, picnic area, or any other area other than established roads, parking areas, boat ramps, and service areas, or contrary to posted notice. or within any park seasonally closed to vehicular traffic

**5.1.4** It shall be unlawful for any person to operate any motor-driven sled, toboggan, or other snowmobile except on designated trails and from one's registered campsite to the nearest trail or route.

**5.1.5** No person shall operate, within any park, any motor vehicle which is not customarily registered with the Department of Motor Vehicles of the State of Wisconsin and designated for highway travel. Registered ATVs / UTVs registered with Wisconsin Department of Natural Resources are only allowed in park areas so designated by signage only. Park maintenance vehicles are exempt from the above.

**5.1.6** Commercial motor vehicles greater than 26,000 pounds gross weight are not allowed within any county park without prior consent from the Park Manager.

**5.1.7** It shall be unlawful to park a vehicle in any manner as to obstruct other vehicles or to block a boat landing, trailhead, or access area; or contrary to posted notice.

### **5.2 Parking.**

**5.2.1** It shall be unlawful for any person to park, stop, or leave standing whether attended or unattended, any vehicle, obstruction, or watercraft in any manner:

1. As to block, obstruct, or limit the use of any road, trail, parking lot, boat landing waterway or winter sports facility; or
2. Outside of any area provided for such purposes when it is practical to use such areas; or,



- 246 3. ~~Contrary to posted notice; or~~  
247 4. ~~In any park area between the hours of 10:30p.m. and the~~  
248 ~~following 7:00a.m., except for vehicles or watercraft owned by~~  
249 ~~registered campers. Vehicles used to transport watercraft are~~  
250 ~~permitted at designated boat landings at any time.~~

## 251 **SECTION 6. FIRES, FIREWORKS, FIREARMS.**

252 **6.1 Fires.** ~~Between the hours of 1:00a.m. and 6:00a.m., it shall be~~  
253 ~~unlawful for any person to start, tend, or maintain any fire, or to burn any~~  
254 ~~refuse, except at designated fireplaces, fire rings, or grills within any county~~  
255 ~~park; or closer than 12 feet to any tree or shrub when designated fireplaces,~~  
256 ~~fire rings, or grills are not available within any county park, except that fires~~  
257 ~~for cooking or heating may be made in portable stoves, heaters, or grills.~~  
258 ~~It shall be unlawful for any person to start, tend, or maintain any fire between~~  
259 ~~the hours of 1:00 a.m. and 6:00 a.m., or to burn any refuse, non-combustible~~  
260 ~~substance, or any substance such as pressure treated wood and painted wood~~  
261 ~~that, when burned, omits toxic fumes . All fires must be contained within~~  
262 ~~designated fire rings or grills.~~

263 **6.2 Fireworks, Rockets, Explosive Devices.** ~~It shall be unlawful~~  
264 ~~for any person to possess, fire, discharge, explode, or set off any squib,~~  
265 ~~cracker, or other explosive or pyrotechnics device containing powder, or there~~  
266 ~~combustible or explosive materials, within the limits of any county park,~~  
267 ~~excepting that exhibitions of fireworks given under the direction of by the~~  
268 ~~permission of the Committee or its duly authorized agent are permitted.~~  
269 ~~It shall be unlawful for any person to possess, fire, or discharge any explosive~~  
270 ~~or pyrotechnics device containing powder within the limits of any county park,~~  
271 ~~except firework displays given under the direction or by the permission of the~~  
272 ~~Park Managers.~~

273 **6.3 Firearms.** ~~It shall be unlawful for any person to have in their~~  
274 ~~possession or under their control any firearm, air gun, or gas operated gun as~~  
275 ~~defined in Section 939.22 Wisconsin Statutes unless the same is unloaded and~~  
276 ~~enclosed in a carrying case, except: handguns carried under the authority of a~~  
277 ~~Concealed Carry Weapon permit that is valid under Act 35 in Wisconsin; or any~~  
278 ~~bow or crossbow, unless the same is unstrung or enclosed in a carrying case~~  
279 ~~in any county park; and unless one meets the requirements as set forth in~~  
280 ~~SECTION 7.3 Hunting and Trapping, set forth below.~~

## 281 **SECTION 7. ANIMALS.**

**7.1        Pets.**

It shall be unlawful for any person to allow pets to enter any county public building, bathing beach, or playgrounds within park grounds. In other county park areas and campgrounds pets are permitted provided they shall at all times be kept on a leash not more than 10 feet long. All pets shall be effectively restrained and under the owner's control at all times. All pet feces must immediately be cleaned up by the owner. No person shall allow their pet to deprive or disrupt the enjoyment or use of any area by others.

**7.2        Horses.** It shall be unlawful for any person to ride a horse or have a horse in any Adams County Park without the authorization of park manager or designee.

**7.3        Hunting and Trapping.** It shall be unlawful for any person to catch, take, kill, hunt, trap, pursue, or otherwise disturb any wild animals or birds in any county park except under the following conditions: One may hunt in a county park utilizing: shotguns and/or muzzle loaders which are fired from the shoulder and using fine shot only; and bows and/or crossbows. Hunting must occur from an elevated device shooting down toward the ground. A maximum of three hunters and one trapper are permitted per forty acres. No hunting and/or trapping is permitted within 50' of any park road or hiking trail and outside of established public park use areas, swim areas, playgrounds and other high-intense public use areas. One must obtain a free hunting/trapping permit from the respective park where the hunting/trapping is to occur. Any exception to this section will be detailed in the free hunting/trapping permit. All other current Wisconsin State hunting, trapping and fishing regulations apply. The above restrictions will benefit and protect the public safety as well as ensuring reasonable hunting recreational usage of county park property.

**SECTION 8. ATHLETICS.**

**8.1 — Athletics.** It shall be unlawful for any person to play, or practice ball, golf, tennis, archery, other games or sports, upon or within any county park or parkway except upon ball fields, tennis courts, archery ranges, or appropriate athletic grounds or golf links established by the Committee.

**8.2 — Skating.** It shall be unlawful for any person to skate, skateboard, or rollerblade in any part of the park system in a reckless manner, or at speed greater than is reasonable and proper, determined by park personnel, having regard to the number of people in such part of the park system and the use thereof, or so as to endanger life or limb, or damage the property of any

person; provide; however, that nothing therein contained shall be construed to prohibit any exhibition of or contests of the above activities on such portions of any ice pond or park grounds as may be set aside for that purpose by the Committee.

## **SECTION 8. REMOVAL OF PERSONAL PROPERTY.**

**8.1 Removal of Personal Property.** All personal property which requires registration for entry into any county park including vehicles, recreational vehicles, motorhomes, trailers, and tents must have current and valid registration with the Adams County Parks Department or be subject to removal by park personnel. Unregistered personal property shall be considered abandoned and therefore subject to removal by park personnel. Removal fees, such as towing, may be charged to the registered owner.

**8.2 Personal Property That Hinders a Safety Condition.** In order to maintain safe grounds and facilities, Park Managers may request that personal property be moved so park personnel can rectify a hazardous condition, maintenance project or any other reasonable objective determined by Park Managers. Upon request by Park Managers, camping units such as RVs, motorhomes and tents must be moved at the owner's expense within the timeframe specified by the Park Managers.

## **SECTION 9. BEACHES.**

**9.1 Food and Beverages- Glass Containers.** It shall be unlawful for any person to carry or consume any food or beverage of any kind on any bathing beach or in the water adjacent to any bathing beach in any county park carry glass bottles or glass containers of any kind on any bathing beach or in the water adjacent to any bathing beach in any county park.

**9.2 Boundary Buoys-Molestation.** It shall be prohibited to swim beyond or disturb or molest a bathing beach boundary buoys or markers in any swimming beach in any county park unless otherwise permitted by the Committee.

**9.3 Swimming Area Limits.** It shall be unlawful for any person:

1. To swim or bathe outside established swim areas when swim areas are marked by buoys or other signs, thus restricting swimmers or bathers to go beyond the line of buoys. Swim at your own risk at all times unless otherwise posted.
2. To swim, wade, or bathe within 100 feet of any boat landing.

- 369 3. To swim, wade, or bathe in the water fronting any bathing beach during  
370 electrical storms or in dangerous weather.  
371 4. To swim, wade, or bathe within 100 feet of any dam within county park  
372 system.  
373 5. To swim or bathe between the hours of 9:00 p.m. and 7:00 a.m.  
374

375 **9.4 Beach Athletics.** Except in locations designated for such  
376 purposes, it shall be unlawful for any person to engage in any athletic game or  
377 sport, or in any activity upon a bathing beach or in the water, when injury or  
378 inconvenience to others might result therefrom.  
379

380 **9.5 Bathing Dress.** It shall be unlawful for any swimmer or bather  
381 to enter the water or onto any bathing beach, unless clothed in a suitable  
382 bathing dress or suit. The object of this section is to prevent nudity.  
383

384 **9.6 Changing Clothing.** It shall be unlawful for any person to  
385 change clothes, except in beach houses or other enclosed places.  
386

387 **9.7 Lifeguard Interference (when applicable).** It shall be  
388 unlawful for any person to carry an unnecessary conversation with  
389 lifeguards; or to falsely call for help or assistance; or to stand or sit  
390 upon or cling to any lifeguard perches or light towers; or, except in  
391 emergency, to climb into or cling to lifeguard boats.  
392

393 **9.8 No Boats Within Swimming Areas.** Operation of any boat,  
394 other than inflatable devices, motor driven or otherwise, within 100 feet  
395 of a designated swimming area(s) marked by buoys or other means, is  
396 permitted at slow wake only.  
397

398 **9.5 No Boats Within 100' Of Swimming Areas.** Operation of any  
399 motorized boat within 100 feet of a designated swimming area marked  
400 by buoys or other means, is not permitted.  
401

402 **SECTION 10. CAMPING.**  
403

404 **10.1 Definitions.** For the purposes of this Ordinance, the following  
405 definitions apply.  
406

407 **10.1.1 Camping or Camp:** The use of a shelter such as a tent, trailer,  
408 motor vehicle, tarpaulin, bedroll or sleeping bag for temporary residence or  
409 sleeping purposes.

**10.1.2 Designated Campground:** Any tract of land designated for camping, with or without designated campsites.

~~**10.1.3 Group Campground:** A campground designated for use by organizational or juvenile groups.~~

**10.1.4 Campsite:** A segment of a campground which is used for camping by a camping unit or camping party.

**10.1.5 Camping Unit:** A single shelter except sleeping bags and hammocks used for a camp by camping party.

**10.1.6 Camping Party:** Any individual, or an individual group occupying a campsite of six people or less.

~~**10.1.7 Family:** A parent or parents with their children and not more than two lineal relatives or not more than two minor guests totaling 8 people or less.~~

~~**10.1.8 Juvenile Group:** A group made up of juvenile members of an established organization and under the leadership of at least one competent, mature adult for each 7 juveniles in the group and using any number of camping units or occupying a group campground.~~

~~**10.1.9 Individual Group:** A camping party of not more than 6 persons occupying one camping unit.~~

**10.1.10 Closed Shelter:** Any building or structure capable of being closed to public access, and reserved for public or private group activities.

**10.2 Camping Regulations.**

**10.2.1 Camping is Prohibited** in all county parks except at designated campgrounds with or without designated campsites. Designated campgrounds are those family and group campgrounds located in Petenwell and Castle Rock Parks.

**10.2.2 Campsite Activities Prohibited shall be** announced at a public meeting and distributed to park offices pertaining to park rules and regulations and campgrounds management directives.

**10.2.3 Campsite Changes:** No registered camping party shall move from one campsite to another campsite in a designated campground without prior approval of the park attendant.

**10.2.4 Camping Permit Expiration:** All camping permits expire at 2:00 p.m. on the last day of the permit period.

**10.2.5 Camping Permit Extensions:** Extensions within the 30-day limit may be granted on camping permits. Extensions must be obtained prior to 2:00 p.m. on the expiration date of the permit.

**10.2.6 Campsite Entry Hours:** No camping party shall start setting up or taking down its camping unit between the hours of 11:00 p.m. and the following 7:00 a.m. without authorization of the park attendant or in case of emergency.

**10.2.7 Campsite Parking:** It shall be unlawful to park any vehicle outside the area of each campsite and not more than two motor vehicles are permitted to any campsite without an additional fee. A limit of two motor vehicles are permitted to park on or near the immediate area of a campsite. Additional vehicles must be parked in other designated parking lots or overflow areas. All vehicles must display valid proof of Adams County Parks Registration.

**10.2.8 Campsite Reservations:** Reservations will be accepted for reservable campsites in any established campground. And organized groups may be given reservations for use of campground sites in conjunction with rental of park shelter.

**10.2.9 Camping Prohibitions – Posted Notice:** No person shall camp on any lands under the management, supervision, or control of the Committee Adams County Parks Department contrary to posted notice.

**10.2.10 Camping Violations:** Violation of any state law or any rules and regulations of the Committee or this Ordinance by a member of a camping party is cause for revocation for the camping permit. It is left to the discretion of the Park Managers and/or park patrol officer s to whether an individual or an entire camping party may be evicted based upon the totality of the circumstances.

**10.2.11 Quiet Hours:** Quiet hours shall be maintained by all campers from 11:00 p.m. until 7:00 a.m. of the following day. Failure to observe quiet hours may result in revocation of the camping permit or imposition of other sanctions as the park police patrol shall determine.

**10.2.12 Aesthetics and/or Abandonment of Park User Equipment, Campers, and/or Vehicles:** Park personnel have the authority to store or dispose of any of the above abandoned park user equipment, campers and vehicles due to failure to pay user fees for such item(s) if such item(s) may be deemed in non-compliance with current rules, regulations, and/or directives.

**10.2.13 Unauthorized Person:** No person that is not a registered camper, or invited guest by another camper, shall enter a designated campsite area in any park without prior approval of park personnel.

## **SECTION 11. LEGAL ACTION.**

**11.1 Civil Action:** Whenever an arrest shall have been made or any violation shall occur, Adams County Corporation Counsel shall handle all Parks civil actions and prosecute or proceed as provided by law.

**11.2 Penalties:** Any person, firm, company, or corporation who violates the regulations set forth in this Ordinance, or rules and regulations

made by the Parks Committee, shall be subject to a forfeiture of not less than \$20.00 nor more than \$250.00, together with court costs and the costs of prosecution and in default of payment thereof, imprisonment in the county jail until such forfeiture and costs be paid, but not more than thirty days, except as provided by law.

**11.3 ~~Arrest Powers:~~** Any peace officer of Adams County, or any of its municipal Subdivisions, may without a warrant arrest any offender who he may detect in the violation of any of the provisions of this chapter, and take the person arrested forthwith before a magistrate having competent jurisdiction, and he shall have at all times the right to enter the premises of any county building, structure, or enclosure in any park or parkway, including such grounds, buildings, structures, or enclosures which may be leased or set aside for private or exclusive use of any individual or group of individuals, for the purpose of determining that there is compliance with this Ordinance and the rules and regulations made by the Committee, and may use all necessary means to attain that end.

**11.3 Powers of County Park Police Patrol:** Any park personnel duly appointed and authorized by the Director Park Managers to function as a park police patrol officer has the authority to issue a invitation to appear citation to appear in court. an invitation to appear. Said citation to appear in court shall inform the individual of the offense violations, the date and time of appearance in court, and the forfeiture deposit required when applicable. The invitation to appear citation t shall be immediately forwarded to the Director Park Manager who shall then consult with Adams County Corporation Counsel. Park police patrol shall have at all times the right to enter the premises of any county park building structure, or enclosure in any park or parkway, including such grounds, buildings, structures, or enclosures which may be leased or set aside for the purpose of determining that there is compliance with this Ordinance and the rules, regulations, and/or directives approved by the Committee, and may use all necessary means to attain that end.

**PARKS ORDINANCE FORFEITURE AMOUNTS.***These amounts do not include current court costs.**Please refer to Circuit Court Bond Schedule for bond deposit amount.*

<b><u>SEC. OFFENSE</u></b>	<b><u>MINIMUM FORFEITURE</u></b>
1.4 Entry during closing hours and closed season	\$ 25.00
1.5 Failure to pay user fee	20.00
1.7 Failure to comply with orders of park patrol officers or deputy sheriff	25.00
1.5 Failure to obtain use permits	20.00
2.2 Peddling and soliciting	35.00
3.1 Disorderly conduct	35.00
3.2 Property of others	90.00
3.32 Unnecessary noises	40.00
4.01 Destruction, entry, defacement, or removal	200.00
4.2 Washing of cars, persons, pets, cooking utensils, or clothing in prohibited places	20.00
4.2 Cleaning and refuse	30.00
5.1 Vehicular traffic and parking – misuse	30.00
6.1 Starting, tending, or maintaining fires	40.00
6.2 Fireworks - Possession of firing an explosive or pyrotechnic device	40.00
6.3 Possession of a firearm, air gun, or bow	40.00
7.1 Allow pets to enter any public building, bathing beach, or playgrounds, or to run at large	20.00
7.2 Horses	20.00
7.3 Hunting and trapping – unlawful to take, catch, kill, hunt, trap, pursue, or disturb animals and birds	40.00
8.2 Failure to remove personal property	30.00
9.1 Glass Containers on beach	20.00
9.2 Boundary Buoys – disturbing or molesting bathing beach boundary buoys or markers	40.00
9.3 Swimming Area limits	20.00
9.4 Beach Athletics – engaging in athletic games or sports upon a bathing beach or in the water adjacent to the beach	20.00
9.5 Boats within 100' of swimming area	60.00
10.2.1 Camping Prohibited–camping except in designated campgrounds	25.00
10.2.2 Camping Regulations	15.00
10.2.3 Campsite Changes – moving from an assigned to another without prior approval	15.00

AN ORDINANCE AMENDING

ADAMS COUNTY PARKS ORDINANCE NO. 6-2008 \_\_\_\_-2017

Page 14 of



565	10.2.7 Campsite Parking —campsite outside of area & more	
566	than 2 vehicles at each site	30.00
567	10.2.11 Violation of quiet hours	25.00
568		

569 **PARKS BOND SCHEDULE.** Defendants may make a cash deposit with the  
570 Adams County Clerk of Circuit Court pursuant to Wis. Stats. §66.0113(b)7.a.  
571 prior to the Initial Appearance date noted on the citation. Said cash deposit  
572 shall include the forfeiture amount stated above, plus court cost assessment  
573 pursuant to the most current Noncriminal Forfeitures Table issued by the State  
574 of Wisconsin at <http://www.wicourts.gov/courts/circuit/docs/fees.pdf> .

575 [REMOVE:UNNECESSARY]

576  
577 **SECTION 12. SEVERABILITY.** If any section, subsection, sentence, clause,  
578 or phrase of this Ordinance is for any reason held unconstitutional, such  
579 decision shall not affect the remaining portions of this Ordinance, unless the  
580 intent of the Ordinance is materially altered.

581  
582 **SECTION 13.0 Prior Ordinance Rescinded.** Adams County  
583 Parks Ordinance No. 3-2015 is rescinded in its entirety upon adoption of this  
584 Ordinance.

**SECTION 14. EFFECTIVE DATE.** This Ordinance will be in full force and effect upon passage and publication.

Recommended for enactment by the Administrative and Finance Committee this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Enacted \_\_\_\_\_  
Defeated \_\_\_\_\_ by the Adams County Board of Supervisors  
Tabled \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Chairman

County Clerk



Reviewed by Corporation Counsel



Reviewed by Administrative Coordinator/Director of Finance

Date of Publication: \_\_\_\_\_

Published in the Times Reporter, the official newspaper of Adams County on \_\_\_\_\_, 2017.

## ADMINISTRATIVE & FINANCE MEETING MINUTES

Thursday, February 9, 2017 3:00 PM Room A231

P135

The meeting was called to order by Vice Chairman Grabarski at 3:00 p.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr and Colburn (sitting in for Pisellini) present. Excused: Pisellini and West. Also present: Rogers, Quinnell, Zander, Miller, McLaughlin, Tolley, Wagner, Kotlowski, Bill Pegler (Times-Reporter) and Phillippi.

Motioned by Colburn/Allen to approve the agenda. Motion carried by unanimous voice vote. Motioned by Allen/Colburn to approve the minutes from 12/9/16 and 1/6/17. Minutes of 1/6/17 reflect corrections of: \$19.78 changed to \$19.29, 11:51 a.m. changed to 10:51 a.m. and 15 changed to 13. Motion carried by unanimous voice vote.

Public Participation: None

Correspondence: None

Corporation Counsel provided verbal update regarding the general code, and review of office activities.

A written monthly personnel report was provided.

Zander provided investment report, perpetual care information different investment options for Farmers & Merchants Bank. Discuss on investment/account possibilities to place; to be placed on next agenda for further discussion.

McGhee provided a written report, but was not present. Petkovsek reported on Managed IT Services Contract: RMM will be discontinued and MARCO – will provide services starting 3/1/17, they will provide a total assessment of our hardware; determine replace or upgrade needs, their services will be similar in nature to RMM.

**Present:** West at 3:40 p.m. West took over as Chairman.

Parks Manager reports: Tolley/Miller gave verbal report to include an update on the Petenwell Harbor project. Proposals replacing the seawall presenting 4 different options ranging from \$400,000 to \$1.5 million had been received. The estimates don't include all costs. A presentation showing the different options will be coming before the committee on March 3, 2017.

14. k. Fawn Lake User Fees: Motioned by Allen/Parr to eliminate user fees at Fawn Lake for year 2017. Motion carried by unanimous voice vote.

**Excused:** Parr at 4:30 p.m.

13. Administrative Coordinator/County Manager Report: Petkovsek provided an update on Aegis Corporation, Jessica Schroeder, Risk Management Consultant, will be doing some risk management for employees and county board members. Things are moving ahead regarding True Time. Practical Cents and client payroll will go live soon, client payroll will be run with regular payroll rather than on a separate payroll moving forward. An update was provided on the status of both the County Manager and Finance Manager positions. An overview of fixed assets was provided, describing the software and time involved, the needed time, skills and ability to utilize. Petkovsek recommends hiring Schenck to provide this service. 2016 audit preparation has begun, nothing has come back from the WRS audit.

14. f. UGG Policy: Motioned by Allen/Colburn to approve countywide UGG policy and have Petkovsek draft a resolution. Motion carried by unanimous voice vote.

## ADMINISTRATIVE & FINANCE MEETING MINUTES

P136

Thursday, February 9, 2017 3:00 PM Room A231

14. a. Proposal from Schenck to maintain fixed asset records was presented by Petkovsek. Motioned by Grabarski/Allen to approve the fixed asset records proposal from Schenck. Motion carried by unanimous voice vote.

Item #14 Continued:

- b. P & Z, comprehensive plan (updated every 10 years) transfer: No discussion, place on next regular meeting agenda.
- c. Updating County Board Rules: No action taken.
- d. Updating Administrative Policy: No action taken.
- e. Updating Employee Handbook: West addressed items c, d, e, stating that changes may need to be made to have policies align with County Manager Job description. No action taken.
- f. Ethics Ordinance: Wagner read draft modified language, Grabarski would like the language simplified and redrafted.
- h. Records retention: Wagner is working on.
- i. Purchasing policy: No action taken.
- j. Reclassification policy process: No action taken.

Agenda item for March 9<sup>th</sup>: Discuss and/or act on Parks Ordinance; P&Z comprehensive plan (updated every 10 years) transfer; Discuss and/or act on perpetual care; Ethics ordinance; Records retention; Purchasing policy, Board Rules, Administrative Policy, Employee Handbook.

Next meeting date is set for March 3<sup>rd</sup> at 9:00 a.m. for the following: Petenwell Harbor presentation; County Manager position.

Next regular meeting date is set for March 9<sup>th</sup> at 3:00 p.m.

Motioned by Grabarski/Allen to adjourn at 5:36 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary  
CP/ck

These minutes have not been approved by the committee.

## ADMINISTRATIVE & FINANCE MEETING MINUTES

March 3, 2017 9:00 a.m., Room A231

P137

The meeting was called to order by Vice Chairman Grabarski at 9:00 a.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr and Hickethier (sitting in for Pisellini) present. Excused: Pisellini (present by speaker-phone) and West. Also present: Petkovsek, Wagner, Miller, Tolley, Kaye, Peter Haug (Ayres & Associates), Bill Pegler (Times-Reporter), Karl Nollenberger (GOVHR) and Kroening.

Motioned by Hickethier/Allen to approve the agenda. Motion carried by unanimous voice vote.

Miller spoke briefly about Petenwell Harbor.

Present: West at 9:02 a.m. He took over as Chair.

Peter Haug, from Ayres & Associates, gave a visual presentation on 4 options for fixing the Petenwell harbor seawall; the sheet pile wall is corroding. A handout of the 4 options, with diagrams and project costs, were given out. A second handout, from Tolley, pertains to boat slip fees/revenues. Much discussion took place. No action was taken; will discuss further at future meetings.

**Recess:** Motioned by Grabarski/Allen to take a recess at 10:01 a.m. Motion carried by unanimous voice vote.

Kaye took over as Recording Secretary.

**Reconvene:** Reconvened at 10:05 a.m. Present: Allen, Grabarski, Parr, West, Hickethier (sitting in for Pisellini), Kaye, Wagner and Petkovsek. Excused: Pisellini (present by speaker-phone)

Motioned by Grabarski/Allen to go into closed session at 10:06 a.m. Motion carried by unanimous voice vote.

Motioned by Grabarski/Hickethier to return to open session at 11:50 a.m. Motion carried by unanimous voice vote.

Motioned by Allen/Parr to pay 100% of the travel expenses for the applicants to come to the interviews. Motion carried by unanimous voice vote.

Motioned by Grabarski/Allen to adjourn at 11:53 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cheryl Kroening  
Recording Secretary

These minutes have not been approved by the committee.

## ADMINISTRATIVE & FINANCE MEETING MINUTES

P138

March 6, 2017 3:00 PM Room A231

The meeting was called to order by Vice Chairman Grabarski at 3:03 p.m. The meeting was properly noticed. Roll Call: Allen, Grabarski, Parr and Pisellini present. Excused: West. Also present: Petkovsek, Wagner, McLaughlin, Gervais, Nick Segina, Bill Pegler (Times-Reporter), and Kroening.

Motioned by Pisellini/Allen to approve the agenda. Motion carried by unanimous voice vote.

**Present:** West at 3:04 p.m. He took over as Chair.

*Item # 5. Discuss and/or act on:*

*a. Department UGG Policies:*

- a. County Clerk, CDBG:* Handout was in packet.
- b. Health & Human Service:* Handout was in packet.
- c. Emergency Management:* Handout was in packet.
- d. Sheriff's Department:* No report was handed out; did not discuss.
- e. Child Support:* Handout was in packet.
- f. Parks:* Handout was in packet.

Brief discussion on the department UGG policy handouts took place.

Motioned by Allen/Pisellini to move all of the Department UGG Policies forward to be placed on the next meeting agenda on 3/9/17 to be discussed further and/or acted upon. Motion carried by unanimous voice vote.

- b. Updating Ethics Ordinance 22-11:* Wagner made change on page 2, 1.03 Definitions, letter G, by including additional language; 'It does not include a monetary or material benefit which benefits all citizens in the same manner'. Much discussion took place. No action was taken. Wagner will look at this section to possibly modify further; will be brought back at a later date for approval.
- c. Updating County Board Rules:* A lengthy discussion ensued. Parr questioned who proposed the changes to the County Board Rules. Wagner stated that Petkovsek, Diane Heider and himself worked on the changes (numerous changes were made throughout the document); Heider recommended a total rewrite, which was the document that was submitted. Among the items that were discussed were: per diem payments for county board supervisors, mileage reimbursement, all packet materials received in a timely manner before meetings, funding requiring two-thirds vote (members present vs. membership), appointing Secretary position at organizational meetings, committee chairs to possibly report their committee activities at the county board meetings, oversight committee should include 'Parks', Health Advisory meetings, why does Planning & Zoning have 7 members vs. 5 (would like further clarification on this), and Property Committee's jurisdiction (building issues vs. operational issues (pg 19)). Committee members suggested some modifications to some of the presented changes; Wagner will look further into these and will make more adjustments. West indicated that more discussion needs to take place on this and that no action would be taken on anything right now. This will be brought back for further discussion at a later date.

Present: Quinnell at 4:37 p.m. (during the discussion regarding County Board Rules)

- d. Updating Administrative Policy:* No report was handed out; Petkovsek is working on this policy. No discussion took place.
- e. Updating Records retention ordinance:* Brief discussion took place. Motioned by Pisellini/Grabarski to approve the Records Retention Ordinance, as amended, to go on to County Board for approval. Motion carried by unanimous voice vote.

## ADMINISTRATIVE & FINANCE MEETING MINUTES

March 6, 2017 3:00 PM Room A231

P139

- f. Updating Purchasing policy:* Discussion took place. Petkovsek stated that this will cover anything that you purchase. Discussed sales tax reimbursement on meals in-depth; Petkovsek would like to adjust further and bring back at another meeting. Quinnell asked if on page 11, number 5. Vehicles, could be amended to include 'and Heavy Equipment'. Wagner will add this language. Discussed the possibility of having more county credit cards available for more departments to be able to access.

Wagner will get the Records Retention Ordinance fixed (with the corrected year), and bring to the 3/9/17 meeting to be signed; as the one brought to this meeting was dated 2016.

Motioned by Grabarski/Pisellini to adjourn at 5:55 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cheryl Kroening  
Recording Secretary

These minutes have not been approved by the committee.

P140

County Clerk, Phillippi called the meeting to order at 9:00 a.m. The meeting was properly noticed?

Roll Call: Borud, Grabarski, Hickethier; West replacing Pisellini, and Repinski.

Also present: Wollin, Fahrenkrug, Segina, Wagner, Gilner, Leja, Gervais, Wood, McLaughlin, Hamman, Pegler and Riese; Times Reporter.

Motioned by Hickethier/Borud to approve the agenda: Change appoint to election for Chair and Vice Chair.  
Motion carried by unanimous voice vote.

Phillippi opened nominations for Chair.

Nominate Chair: Pisellini was nominated by Repinski. Grabarski was nominated by West. No other nominations. Phillippi closed nominations.

Voting for Pisellini: Repinski. Voting for Grabarski: West, Borud, Hickethier and Grabaski.

Grabarski took over as chair.

Grabarski opened nominations for Vice Chair.

Nominate Vice Chair: Pisellini was nominated by Hickethier. No other nominations for Vice Chair. Grabarski closed nominations. Unanimous ballot was cast for Pisellini.

County Clerk appointed Gilner as recording secretary.

Discuss Jail Inspector concerns. Letter from the State was talked about. Wollin spoke.

Identify security issues/locations. Hickethier on the common hallway in the law enforcement center. Hickethier asked about money. Petkovsek mentioned bonding and that there isn't 7 million available. Wood spoke on courthouse security, space and that there being too many entrance points.

Discuss current courthouse floor plan: none

Discuss options A 1 & 2 erection of new administrative building/remodel courthouse annex and option B, addition to existing building towards the west/remodel. Petkovsek made reference to the 2009 space needs study. Parking was a topic.

Identify upcoming agenda items:

Discuss/review current courthouse floor plan;

Discuss options A 1 & 2 erection of new administrative building/remodel courthouse annex and option B, addition to existing building towards the west/remodel;

Discuss Financing;

Discuss Time table;

Discuss Judge's concerns;

Discuss Long Term needs;

Set next meeting date: March 16 at 9:00 a.m.

Motioned by West/Grabarski to adjourn 10:30 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

*Rocky J. Gilner* ROCKY J. GILNER  
Recording Secretary

These minutes have not been approved.



## Minutes of Adams Co. Airport Commission February 13, 2017

Meeting called to order at 7:10 PM by Chairperson Dave Repinski

Members present: Steve Pollina, Mike Bourke, Dave Repinski, and Jerry Reuterskiold.  
Also present Airport Manager Mike Scott and Airport Groundskeeper Sheldon Sundsmo

Motion to approve published agenda by Bourke second by Pollina no discussion, motion carried.

Motion to approve Minutes, as published, of January 9, 2017 Airport Commission by Reuterskiold, Second by Pollina. No discussion. Motion carried.

### Report of Airport Manager

Scott reported he received the New Rates and Changes Survey from BOA.

Scott reported on the finances noting that there were still two hanger leases that were not paid yet.

Scott reported that the discrepancy with the fuel metering system was most likely due to seasonal temperature changes. He also reported that 7632 gals. Were sold in 2016.

Scott reported that the BOA and the governor had approved the land acquisition. He also reported that the land acquisition consultant will be Becher – Hoppe, who was picked from 4 potential candidates.

Scott reported that the bids for the snow removal equipment will be opened this coming Thursday morning.

Motion to send the Airport Manager to the Airport Sponsors workshop by Pollina second by Reuterskiold.  
Motion carried.

Motion by Bourke to accept the Airport Manager's report, second by Repinski no discussion, motion carried.

### Report of Grounds keeper

Sundsmo reported that there were several runway lights that were not working that will have to wait until spring to be fixed.

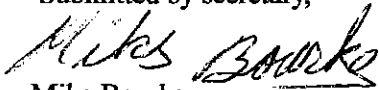
Motion to accept Grounds keeper report by Reuterskiold, second by Pollina Motion carried.

### No audience comments

Motion by Bourke to adjourn until 7:00 PM Monday March 13th, 2017, Second by Reuterskiold. No discussion.  
Motion carried.

Meeting adjourned at 7:35 PM.

Submitted by secretary,



Mike Bourke

Minutes not officially approved yet.

ADAMS COUNTY BOARD OF ADJUSTMENT  
MONTHLY MINUTES:  
FEBRUARY 15, 2017

Vice Chair Tom Feller called the Adams County Board of Adjustment meeting to order at 9:30 A.M. with the following members present; Cathy Croke, Secretary and Bob Benkowski. Bob Krause and Bob Beaver were excused. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Mr. McLaughlin stated that it was. Roll Call. Cathy Croke made a motion to approve the Agenda as noticed. Bob Benkowski seconded the motion. All in favor. Motion carried. Public Hearings: Ivaska Family 2002 Trust May 1, 2002/Richard E. & Terri L. Matzke – Variance request under Section 5-6B.04 (F) of the Adams County Comprehensive Zoning Ordinance and Section 16-4A.01 (F) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow a two (2) foot side yard setback of an existing accessory building for the equal division of a parcel between adjacent property owners on property located in the SW ¼, SE ¼, Section 6, Township 18 North, Range 6 East, Lot 1 of CSM 2861 at 1345 Chicago Drive, Town of Preston, Adams County, Wisconsin. Paul Ivaska was present to explain that he owns a lot in between his lot that has a house and the adjacent owners lot (Richard Matzke) that they want to split equally down the middle from the waterfront to the road. An existing garage makes the equal division down the middle impossible. The proposal is to remove a portion of the building from half of the lot and request a two foot variance to the lot line on the other half so that a larger portion of the building can remain. Different ways of lot division options were suggested. Discussion was held. Bob Benkowski made a motion to deny the request as there are alternative ways to split the lot. Cathy Croke seconded the motion. Voice Vote: 3 – Yes. Motion to deny carried. Stephanie Burson – Special Exception Permit request under Section 3-3.00 of the Adams County Comprehensive Zoning Ordinance to allow a residential accessory building without a dwelling present on property located in Pt. SE ¼, NW ¼, & NE ¼, SW ¼, & NW 1/45, SW ¼, Section 22, Township 14 North, Range 6 East, Lot 1 of CSM 632 at 3952 10<sup>th</sup> Avenue, Town of Dell Prairie, Adams County, Wisconsin. (Note: Area for construction is also in the 100 year Flood Zone.) Johnny Eccles was present to explain that he would like to construct the building to house a tractor. Discussion was held regarding the location being in the 100 year Flood Zone. Cathy Croke made a motion to grant the request as long as the installation meets the elevation requirements as set by a licensed surveyor. Bob Benkowski seconded the motion. Roll Call Vote: 3 – Yes. Motion carried. John H. & Janet V. Melamed – Variance request under Section 3-1.03 (B) of the Adams County Comprehensive Zoning Ordinance and Section 3-1.03 (B) of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow a setback of 60' to the centerline of a town road instead of the required 63' and Section 3-4.01 of the Adams County Comprehensive Zoning Ordinance and Section 11-4.03 of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow lateral expansion with a second story deck closer than the 35' allowed on property located in Pt. of Gov't Lot 3, Section 11, Township 15 North, Range 7 East Lots 10-12, Block 12, Crystal Beach Subdivision at 3137 Lakeshore Drive, Town of Jackson, Adams County, Wisconsin. The contractor for the project, Stan Nelson, was present to explain the request. There was a question as to whether the lots were combined or not. Mr. McLaughlin checked with the Real Property Lister's office and was informed that the lots are combined for taxation only and explained lateral expansion restrictions within the setback area. Discussion was held. Bob Benkowski made a motion for the owner to have the lots combined by a Survey, to grant the setback to the road at the requested 60' to the centerline of Lakeshore Drive and that the balcony has to be inside the proposed addition or to the east, but not to

Adams County Board of Adjustment  
 Meeting Minutes  
 February 15, 2017  
 Page #2

infringe further into the setback. Cathy Croke seconded the motion. Roll Call Vote: 3 – Yes.  
 Motion carried.

Vice Chair Tom Feller closed the Public Hearing portion of the meeting.

Minutes: Phil McLaughlin presented the Board with the minutes from the November 16, 2016 meeting for their review. Cathy Croke made a motion to approve the minutes as presented. Bob Benkowski seconded the motion. All in favor. Motion carried.

Correspondence: None.

The next Board of Adjustment Meeting will be March 15, 2017 at 9:30 A.M.

Bob Benkowski made a motion to adjourn. Cathy Croke seconded the motion. All in favor.  
 Motion carried.

ADJOURNED: 10:40 A.M.

\_\_\_\_\_  
 Bob Beaver, Chair

\_\_\_\_\_  
 Tom Feller, Vice-Chair

\_\_\_\_\_  
 Catherine Croke, Secretary

\_\_\_\_\_  
 Bob Krause

\_\_\_\_\_  
 Robert Benkowski

  
 Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE BOARD.**

**MEETING MINUTES****Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings**

**Meeting Date:** December 14, 2016

**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, John Wenum, Charlie Krupa, Dave Singer, and John Earl

**Absent:** Scott Beard, David Moore, and Renee Greenland

**Unexcused Absence:** None

**Staff Present:** Craig Gaetzke, Kari Labansky, Lisa Williams, Chris Utley, Wendy Schneider, and Jim Dahlke

**Guests Present:** None

**Opening**

1. John Earl called the meeting to order. Roll call was taken with 12 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by Dave Singer to adopt the December 14, 2016 meeting agenda. Seconded by Dave Repinski. Passed unanimously.  
**MOTION CARRIED.**

Motion was made by Donna Maly to adopt the October 26, 2016 meeting minutes. Seconded by Sandy Wormet. Passed unanimously.  
**MOTION CARRIED.**

2. **President's Comments**

John expressed happy holiday wishes to everyone. We look forward to new and continuing projects in the coming year.

3. **Executive Director's Report**

Fred welcomed all board members and staff and expressed gratitude to everyone for their time and dedication to the agency. He thanked Craig for his work over the years and this past year in the Homeless Unit. Our three agency fund raising events were successful again this year including the Golf Outing, Holiday Train, and Turkey Raffle. Keith Koehler from the Country Keg donated another \$11,000 to our

agency for which we are extremely grateful. An Australian flag has been hung in the foyer in honor of our dedicated Receptionist, Rose Merrett. Fred remembered board members who are no longer with us including Evans Littlegeorge, Ross Swinehart, Dennis Gorder, and Eleanor Owen. Fred mentioned there will be limited staff at the office over the holidays. The City of Portage has agreed to accept a transfer of Portage mortgages to them from our Home Rehab Program in lieu of CWCAC repaying them for a Community Development Block Grant Project which included costs that were not reimbursable from the State. The winner of the \$100 Maurices Gift Card Drawing was Dave Repinski.

Motion was made by Bob McClyman to adopt the December 14, 2016 Executive Director's Report. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari Labansky and the managers presented the 2017 Projected Budget. Overall budget reflected revenues in the amount of \$8,510,311 and expenses in the amount of \$8,490,643. Individual programs reflected the total amounts of: Employment & Training - \$54,000; Weatherization, Energy Assistance & Emergency Furnace - \$2,219,584; Food Pantry & Section 8 - \$4,652,746; Homeless Unit - \$574,636; Corporate Budget - \$761,260; and CSBG/Admin - \$248,085. Revenues and expenses are expected to be up by 23% next year mostly due to the Section 8 Program. Kari noted that 91.1% of our revenue comes from grants; 19.2% of expenses are for wage/fringe; and 4.8% is for admin expenses, which is very low. The 3% IRA match and a 12% increase for health insurance were included in the budget.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of November 11, 2016. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the September 9, 2016 PBP Committee meeting. Ed presented the Buildings Maintenance & Repairs Progress Report with detailed information. Fred gave an update on the John Wenum Apartments project. Committee members reviewed results of the Necedah Senior Housing Need Survey conducted in October 2016 with a majority of favorable responses. The Village of Necedah will be donating lots to us in support of another senior housing project. A "For Sale" sign has been posted on our Lot 2 in the City of Wisconsin Dells; we may also post on Craig's list. Chuck presented the Jobs & Business Development Report. Renee and Muriel reported on Homeless issues. The next meeting will be held on Friday, January 13, 2017.

Motion was made by John Wenum to accept the PBP Committee Report of November 11, 2016. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of November 11, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the minutes of the October 14, 2016 EPF&A Committee meeting with the revision under #5 - "Eight of the ten units will be for chronically mentally ill..." Fred reported on Personnel issues. Kari Labansky and the managers presented the 2017 Projected Budget. Motion passed by unanimous vote approving the 2017 Projected Budget with thanks to Kari, Jim, Lisa, and Chris. Fred mentioned we will be reinstating the 3% Simple IRA agency match in January 2017. The Bank of Mauston has donated two lots to us in the City of Mauston. The Village of Necedah will be donating lots to us for construction of our next Senior Housing Project. A "For Sale" sign has been posted on our Lot 2 in the City of Wisconsin Dells. The next meeting will be held on Friday, December 9, 2016.

John Earl asked board members to review the EPF&A Committee report of December 9, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda. Motion passed by unanimous vote approving the minutes of the November 11, 2016 EPF&A Committee meeting with the revision under #6 - "The Bank of Mauston..." Fred reported on Personnel issues. Kari Labansky presented the Finance Report. Audit bids were received from Wegner CPAs and WIPFLI. After discussion, motion was approved by unanimous vote accepting the bid from WIPFLI. Motion passed by unanimous vote approving the Finance Report with thanks to Kari. Fred reported that CWCAC, Inc. will assume management of Kenwood Properties effective January 1<sup>st</sup>. A book shelf was purchased with funds from the Maurices gift card drawing for our new book program. We await a revised acoustical study from On-Site Testing for our John Wenum Project. Committee members reviewed the by-law revisions suggested as a result of the attorney review. After discussion, motion passed by unanimous vote to work on cleaning up grammatical errors over the next few months with a copy going to the full board when completed. Committee members reviewed a resolution regarding the separation of CWCAC, Inc. from Reedsburg Housing Associates, LLC - Babb Creek Apartments upon receipt of final payment in the amount of \$20,547.16 and final documents from the State of Wisconsin, Division of Housing stating that Contract #335 has met all requirements and has been completed. Motion passed by unanimous vote approving the resolution and submission for full board approval. The December Board Meeting Agenda was reviewed. After discussion, committee members agreed to change

IV. "Old" Business to IV. "Unfinished" Business. This will appear on the February agenda. Committee members reviewed the CWCAC Policy on Subordination of Mortgage. Fred reported the City of Portage may accept a transfer of Portage mortgages to them from our Home Rehab Program in lieu of CWCAC repaying them for a Community Development Block Grant Project which included costs that were not reimbursable from the State. Fred mentioned recent competitive grants awarded to our agency. The next meeting will be held on Friday, January 13, 2017.

Motion was made by Donna Maly to accept the EPF&A Committee Report of December 9, 2016. Seconded by Stacy Ewert. Passed unanimously. MOTION CARRIED.

The Ad Hoc Committee Minutes were moved to #4 under "Program Reports" by consent of the full board.

6. Program Reports
- a. Weatherization
  - b. Homeless
  - c. Hunger Reduction

Chris Utley presented the Weatherization Program Report. They are in the process of finalizing the rebidding of several material contracts and have used many local vendors. With the cold weather, production typically drops down this time of year so they spend a lot of time on training and State required recertifications. We hired a third party vendor to complete quality assurance inspections until our two auditors completed training which was just recently done. The State will be coming in to review our completed inspections. Total clients served were 100 including 124 audits done and a service goal of 393. To date 73 freezers/refrigerators, 27 furnaces, and 39 water heaters were installed. Wendy Schneider presented the Homeless Unit Program Report. We have served 265 households including 703 individuals through November. Total cost of all services was \$246,106 and number of rental assistance payments was 531. Total amount of the 2016 National Exchange Bank Grant spent through the Homeless Unit was \$25,594.79. Lisa Williams presented the Hunger Reduction Program Report. In October our 16 food pantries have served 4,079 households and 9,723 individuals including 297,924 pounds of non-USDA commodities. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, and Washburn, as well as the City of Eau Claire. We have 629 voucher holders leased up and an additional 4 voucher holders that have ported in to our jurisdiction. This provides 1,172 individuals with rental assistance. The monthly payables account came to \$245,517.30 which equals an average of \$361.59 per unit cost which is paid to the landlord and/or utility company. We also have 50 veterans vouchers through our VASH voucher program.

Motion was made by Muriel Harper to accept the Weatherization,

Homeless, and Hunger Reduction reports of December 14, 2016.  
Seconded by Joy Casperson. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

None

8. New Business

Motion was made by Bob McClyman to go into Closed Session for review of the November 11, 2016 Ad Hoc Committee Minutes and the Executive Director Performance Evaluation and Compensation.  
Seconded by John Atkinson. Passed by unanimous roll call vote.  
MOTION CARRIED.

The Board of Directors resumed in Open Session by show of hands.

Motion was made by Bob McClyman to approve the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves the 2017 Projected Agency Budget as presented."  
Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

Motion was made by John Wenum to approve the Resolution which reads, "*WHEREAS:* On January 31, 1996, Dale Moore, Greg Schmidt, Central Wisconsin Community Action Council, Inc., and The Lutheran Home signed an Operating Agreement for the Limited Liability (LLC) known as Reedsburg Housing Associates, LLC; and *WHEREAS:* A mortgage note of \$160,000 for repayment to the State of Wisconsin, Division of Housing was signed on June 1, 1996 by Dale Moore, managing member of Reedsburg Housing Associates, LLC and Greg Ketelsen of CWCAC, Inc., for construction of an eight unit affordable apartment building, Babb Creek Apartments in Reedsburg; and *WHEREAS:* On August 24, 2000, The State of Wisconsin, Division of Housing assigned the role of "mortgagee" to Central Wisconsin Community Action Council, Inc. who assumed responsibility of receiving the mortgage payments from Reedsburg Housing Associates, LLC and ensuring contract compliance; and *WHEREAS:* On December 16, 2004, The Lutheran Home voluntarily withdrew from the Reedsburg Housing Associates LLC with remaining members splitting the interest as: Dale Moore - 47.5%, Greg Schmidt - 47.5%, CWCAC, Inc. - 5%; and *WHEREAS:* Reedsburg Housing Associates, LLC has been making mortgage payments to CWCAC, Inc. with the final mortgage loan payment of \$20,547.16 due by December 31, 2016 and the State of Wisconsin, Division of Housing affordability period coming to an end on January 26, 2017; *Now there for let it be resolved:* That Central Wisconsin Community Action Council, Inc. Board of Directors approves relinquishing our 5% ownership in Reedsburg Housing Associates, LLC upon receipt of the final mortgage loan payment of \$20,547.16 by December 31, 2016 and final documents from the State of Wisconsin, Division of Housing have been received stating that Contract



#335 has met all requirements and has been completed; and further *Resolve*, that authority be vested in the President and/or the Executive Director to sign all necessary and required documents for the sales transaction." Seconded by Dave Singer. Passed unanimously. **MOTION CARRIED.**

Motion was made by Sandy Wormet to approve the motion which reads, "The Board of Director's of Central Wisconsin Community Action Council, Inc. approves the Ad Hoc Committee recommendation of approving the Executive Director's 2016 Performance Evaluation and implementing a \$5,000 wage increase bringing Fred Hebert's wage from \$80,000 to \$85,000 annually effective January 1, 2017." Seconded by Charlie Krupa. The board thanked Fred and expressed many positive comments about him and also his knowledge, quality of work, and ability to share information. Passed unanimously. **MOTION CARRIED.**

Fred thanked the board and managers for their support and expressed his sincerest gratitude.

9. **Next Meeting**

Wednesday, February 22, 2017 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

**Signed by:**

  
Fred Hebert, Executive Director

December 15, 2016

Date

**Adams County Board of Supervisors Committee Meeting of the Whole Minutes  
Adams County Board Room, February 21, 2017 6:00 p.m.**

The meeting was called to order by Cindy Phillippi, County Clerk, at 6:05 p.m. The meeting was properly announced.

**Roll Call of Supervisors:** Dist. #01-Mark Hamburg; Dist. #02-Rocky Gilner; Dist. #05-Jerry Kotlowski; Dist. #07-Fran Dehmlow; Dist. #08-Robin Skala; Dist. #09-Dan Wysocky; Dist. #10-Scott Colburn; Dist. #11-Peter Hickethier; Dist. #13-Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Gordon Carlson; Dist. #18-John West; Dist. #19-Dave Repinski. Excused: Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #06-Barb Morgan; Dist. #12-Fred Nickel (Present by speaker-phone to listen only); and Dist. #20-Paul Pisellini. SAYL student Klaus present.

There was a moment of silence followed by the Pledge of Allegiance.

Motioned by Grabarski/Colburn to nominate John West as presiding officer. Motion carried by unanimous voice vote.

Wollin gave a verbal overview regarding the space study.

A slide show presentation on the preliminary space study report was given by Kevin Anderson and Ron Locast, from Potter Lawson Inc. Questions from the board were answered.

Motioned by Allen/Colburn to adjourn at 7:00 p.m. Motion carried by unanimous voice vote.

**Adams County Board Of Supervisors Minutes  
Adams County Board Room, February 21, 2017**

The meeting was called to order by Chairman West at 7:11 p.m. The meeting was properly announced.

**Roll Call of Supervisors:** Dist. #01-Mark Hamburg; Dist. #02-Rocky Gilner; Dist. #05-Jerry Kotlowski; Dist. #07-Fran Dehmlow; Dist. #08-Robin Skala; Dist. #09-Dan Wysocky; Dist. #10-Scott Colburn; Dist. #11-Peter Hickethier; Dist. #13-Florence Johnson; Dist. #14-Deborah Parr; Dist. #15-Jack Allen; Dist. #16-Robert Grabarski; Dist. #17-Gordon Carlson; Dist. #18-John West; Dist. #19-Dave Repinski. Excused: Dist. #03-Larry Babcock; Dist. #04-Larry Borud; Dist. #06-Barb Morgan; Dist. #12-Fred Nickel (Present by speaker-phone to listen only); and Dist. #20-Paul Pisellini. SAYL student Klaus present.

Motioned by Hickethier/Repinski to approve the agenda, with moving ordinance #3 and #4 up. Motion carried by unanimous voice vote.

Motioned by Colburn/Johnson to approve the January 17, 2017 minutes. Motion carried by unanimous voice vote. SAYL student Klaus, yes (non-binding vote).

Public participation: None

Announcement of Meetings, Report of Supervisors Claims read by the County Clerk and appoint six (6) Supervisors to approve claims: Skala, West, Wysocky, Allen, Babcock Johnson and Borud Parr Carlson.

**Claims:** None

**Correspondence:** Letter from Don Ystad dated January 25, 2017. 2 letters from Sand County Soundings, dated February 16, 2017 and February 20, 2017.

**Appointments:** Motioned by Grabarski/Colburn to appoint Emergency Fire Wardens for 2017. Motion carried by unanimous voice vote. SAYL student Klaus, yes (non-binding vote). Motioned by Kotlowski/Hamburg to appoint Pisellini, Grabarski, Hickethier, Borud and Repinski, plus alternates West and Allen, to an Ad Hoc Building Committee. Motion carried by unanimous voice vote. SAYL student Klaus, yes (non-binding vote).

**Unfinished Business:** None

**Reports and Presentations:** County Clerk report was issued in hard copy for board members. Daric Smith, RIDC (going forward, will be known as Adams County Economic Development (ACED)), gave a verbal report. A verbal report was given by Barb Petkovsek, interim County Manager/Administrative Coordinator. A verbal report on hosting the 71<sup>st</sup> Alice in Dairyland finals, was given by Tori Babcock and Becky Grabarski.

Motioned by Repinski/Colburn to approve the Town of Rome Amendment #17-02: Sub section 2.5 of the Alpine Village Business Park Development and Design Manual. Motion carried by unanimous voice vote. SAYL student Klaus, yes (non-binding vote).

Motioned by Carlson/Repinski to approve the Town of Rome Amendment #17-03: Amendment to Chapter 10-Zoning Ordinance. Motion carried by unanimous voice vote. SAYL student Klaus, yes (non-binding vote).

**Ordinances:**

**Ord. #3:** Motioned by Gilner/Carlson to enact Ord. #3-17 to rezone from an A-3 Secondary Agricultural District to an R-2 Rural Residential District of the Adams County Comprehensive Zoning Ordinance. Property located in the NE ¼, SE ¼, & SE ¼, NE ¼, Section 34, Township 14 North, Range 7 East, Lot 1 of CSM 4276 at 304 State Road 23, Town of New Haven, Adams County, Wisconsin. Motion to enact Ord. #3-17 carried by roll call vote, 15 yes, 5 excused. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Ord. #4:** Motioned by Kotlowski/Colburn to enact Ord. #4-17 to rezone from an A1 Exclusive Agricultural District to an A1-15 Exclusive Agricultural District. Property located in the SE ¼, NW ¼, Section 24, Township 17 North, Range 6 East at 2231 7<sup>th</sup> Drive, Town of Adams, Adams County, Wisconsin. Motion to enact Ord. #4-17 carried by roll call vote, 15 yes, 5 excused. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Resolutions:**

**Res. #1:** Motioned by Wysocky/Johnson to adopt Res. #1-17 to approve out-of-state travel for Jennifer Swensen, UW-Extension 4-H/Youth Development Educator. Motion to adopt Res. #1-17 carried by roll call vote, 14 yes, 1 no, 5 excused. Voting no, Repinski. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Res. #2:** Motioned by Allen/Colburn to adopt Res. #2-17 to approve out-of-state travel and accommodations for Lee Bartnik to Atlanta, GA from April 24, 2017 to April 28, 2017. Motion to adopt Res. #2-17 carried by roll call vote, 15 yes, 5 excused. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Res. #3:** Motioned by Allen/Grabarski to adopt Res. #3-17 to approve out-of-state travel and accommodations for Lee Bartnik to San Diego, CA from March 26 to March 31, 2017. Motion to adopt Res. #3-17 carried by roll call vote, 15 yes, 5 excused. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Res. #4:** Motioned by Wysocky/Carlson to adopt Res. #4-17 to recognize Terry Schaetzka's retirement on January 6, 2017, and honor his 27 years of service to Adams County and the Adams County Highway Department. Motion to adopt Res. #4-17 carried by roll call vote, 15 yes, 5 excused. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Res. #5:** Motioned by Grabarski/Colburn to adopt Res. #5-17 to express desire toward the Wisconsin State Legislature to oppose making County Veterans Service Officers optional, allowing non-Veterans to fill the CVSO position and to not allow the consolidation or regionalization of the CVSO office within Wisconsin. Motion to adopt Res. #5-17 carried by roll call vote, 15 yes, 5 excused. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Res. #6:** Motioned by Colburn/Hickethier to adopt Res. #6-17 to adopt the Adams County Federal Awards Uniform Grant Guidance Policies and Procedures. Motion to adopt Res. #6-17 carried by roll call vote, 15 yes, 5 excused. Excused: Babcock, Borud, Morgan, Nickel and Pisellini. SAYL student Klaus, yes (non-binding vote).

**Denials:** None

**Petitions:** None

Motioned by Carlson/Colburn to approve claims. Motion carried by unanimous voice vote.

Motioned by Colburn/Carlson to approve per diem & mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Allen for County Clerk to correct any and/or all errors and read back at the next meeting, if so requested. Motion carried by unanimous voice vote.

Next meeting date for County Board: March 21<sup>st</sup> at 8:00 a.m. for County Manager candidate interviews; followed by the regular meeting at 6:00 p.m.

Motioned by Colburn/Johnson to adjourn at 8:14 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Cindy Philippi".

Cindy Philippi  
Adams County Clerk

These minutes have not been approved by the County Board.

**Adams County Health & Human Services and  
Veterans Service Board Meeting Minutes  
Health & Human Services Building – February 13, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Chairman, Jack Allen at 4:00 p.m.
2. **Roll Call of Board Members:** Present: Jack Allen, Robert Grabarski, Teresa Harvey-Beversdorf, Fran Dehmlow, Marge Edwards, Scott Colburn and Deb Johnson-Schuh. Absent excused: Peter Hickethier

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Kay Saarinen-Barr, Erin Schiferl, Diane Osborn, Cindi Flynn, Donna Richards and Ruth Horndasch. Absent excused: Sherri Manning

Veterans Services Staff. Absent excused: Steve Dykes

Also in attendance: Nancy Eggleston, Environmental Health/Communicable Disease Supervisor at Wood County, Michelle Olson, TMG Associate Director of Area ICA Operations and Bill Pegler, Adams-Friendship Times Reporter.

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the February 13, 2017 Health & Human Services & Veterans Service Board Meeting agenda by Grabarski/Harvey-Beversdorf. Motion carried by UVV.
5. **Approval of Minutes – January 9, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the January 9, 2017 Health & Human Services & Veterans Services Meeting Minutes by Johnson-Schuh/Colburn. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – None
8. **Announcements** – None

**Veterans Services**

1. **Veterans Services Officer's Report January 2017.** A written report was distributed to the Board. Veterans Services Officer Dykes was not in attendance. Health & Human Services Director Oleson reviewed the Veterans Services Department report for the Board. Oleson stated that if Board members had questions relating to the Veterans Services Officer's report, they are welcome to call or stop by Steve's office. Officer Dykes can also review at the March 13<sup>th</sup> HHS & Veterans Services meeting if requested.
2. **Review and approval of January 2017 Veterans Services Vouchers and Financial Report.** Director Oleson asked the Board if they had any questions concerning the financial report. Board members did not have any questions. A motion was made by Colburn/Johnson-Schuh to approve the Veterans Services vouchers and financial report for January 2017. Motion carried by UVV.
3. **Discuss and/or approve Resolution to Oppose Consolidation or Regionalization of CVSO.** Director Oleson reviewed the resolution to oppose consolidation or regionalization of CVSO's for the Board. The Board did not have any questions concerning the resolution. A motion was made by Colburn/Dehmlow to approve the Resolution to Oppose Consolidation or Regionalization of CVSO. Motion carried by UVV.

**Health & Human Services****New Business:**

1. **Review December 2016 Health & Human Services Financial Report.** Director Oleson asked the Board if they had any questions concerning the HHS Financial Report. Supervisor Grabarski asked for an update concerning accounts that were over budget. Fiscal Manager Pierce and Director Oleson explained that a breakdown and explanation of accounts over budget are located in the Fiscal Manager's narrative. Director Oleson reviewed how WIMCR would be reported moving forward.
2. **Review & Approval December 2016 Health & Human Services Vouchers.** Director Oleson asked the Board if they had any questions concerning the voucher report. Supervisor Allen asked if the number of vouchers will go down after the Family Care transition. Fiscal Manager Pierce said they could increase with Family Care. Supervisor Grabarski asked if there could be a better description of Amazon purchases. Pierce explained that the descriptions are put into Skyward by a county worker. Long Term Support Manager Osborn explained that most Amazon purchases are for items not found locally for clients receiving services. A motion was made to approve the December 2016 Health & Human Services Vouchers by Colburn/Grabarski. Motion carried by UVV.

- 3. Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson added that Public Health will receive a level 3 certification which is exciting news! Oleson asked if this should be presented to the County Board. Supervisor Allen stated yes and that Oleson can contact County Chair John West and ask to have this added to the agenda. Oleson added that the State took great notice that 3 Board members attended the 140 Review.

**Division Updates –**

**ADRC** – Board Member Edwards stated that the Governing Board will be at the Community Center on May 11, 2017.

**Behavioral Health** – Supervisor Colburn asked Behavioral Health Manager Saarinen-Barr if the 5<sup>th</sup> Therapist had been hired. Saarinen-Barr stated that the 5<sup>th</sup> Therapist started today.

**Fiscal Services** – The Board inquired about UGG and time tracking. Fiscal Manager Pierce stated that time tracking as it relates to grants are recorded in the new time tracking system. Most division are using the new time tracking system and it is going very well.

**Long Term Care** – Supervisor Grabarski commented on the large number of Adult Protective Services referrals. Long Term Support Manager Osborn stated most were substantiated.

**Practical Cents** – A member of the Board asked how the dollar amount is determined for clothing given away. Long Term Support Manager Osborn explained that the cost is based on the value given to sell the item at the store. A tally of all merchandise given away is kept by Practical Cents Manager Manning.

**Public Health** – Public Health Manager Grosshuesch stated that a donation in the amount of \$800 was received for the Adams County Suicide Prevention Coalition from a family who recently experienced a suicide.

Supervisor Allen requested that item #9 be moved up.

**9. Public Health: Presentation on Environmental Health Partnership with Wood County.**

Nancy Eggleston, Environmental Health/Communicable Disease Supervisor at Wood County reviewed the environmental health programs that Wood County will be offering to Adams County. Wood County is the full agent for the environmental health partnership and will field complaints immediately and inspect/license restaurants in Adams County beginning July 1, 2017. Eggleston will provide a monthly report to the HHS Board that will be included in board packets moving forward.

Supervisor Allen requested a recess at 5:04pm to accommodate County Clerk Phillippi. Motion by Grabarski/Colburn to recess. Motion carried by UVV. A motion was made at 5:07pm to reconvene by Grabarski/Colburn. Motion carried by UVV.

4. **Administration: Update on the security system at Health & Human Services.** Director Oleson stated that all HHS divisions have fobs for external doors and to electronically submit timesheets except for Practical Cents. Practical Cents may receive fobs and a new timeclock. Oleson will work with Maintenance Director Hamman to discuss next steps.
5. **Administration: Update on electronic health record (ECHO) implementation.** Director Oleson stated that scanning has been set up by the MIS Director, McGee and ECHO Saas. The next steps include laying out the folders and creating a new process. Billing is complete through the end of December and we are waiting on payments. Oleson believes the ECHO system will serve us well once all the miscellaneous issues are worked out. PPS is still being developed and is not ready to retest and continues to be manually entered.
6. **Long Term Support: Family Care Update.** Director Oleson stated that Bob Mitchell is our primary Family Care contact and referred the Board to the press release included in the Board Packet on page 45 which includes who our MCO's are. An expansion kick-off meeting is scheduled for February 23, 2017 in Marshfield. Our start date for Family Care is anticipated to be July 1, 2017 and hopefully more information about the transition will be provided at the February 23<sup>rd</sup> meeting. The ADRC Resource Specialists will receive option counseling training on February 28, 2017. Options counseling is expected to begin as early as March. Long Term Support Case Managers will work with the 10 individuals on the waiting list.
7. **Administration: Discuss vacant Physician seat on the HHS Board.** Director Oleson stated that the physician vacancy has been open since Dr. Gannon left. Moundview is committed to identifying a physician and has offered to host our board meeting quarterly over a lunch hour to accommodate a physician's schedule. Supervisor Colburn asked if it is a requirement to have a physician on our board. Oleson stated that as a combined agency it is a state statute and county rule to have a physician on our board. Colburn asked if this could be reviewed. Oleson will look at the language in the county rules and Grosshuesch will look over the state statute and report at the March meeting.
8. **Administration: Discuss and/or act on possible meeting date changes and locations.** Options were discussed concerning the addition of a physician to adjust meeting dates/times once per quarter to meet at the hospital. No changes will be made until a physician is identified.
10. **Public Health: Discuss and/or approve Public Health Confidentiality Policy & Procedures.** Director Oleson asked if the Board had any questions about the Confidentiality Policy and Procedures. Board Member Johnson-Schuh asked if the public ever asked for email. Public Health Manager Grosshuesch stated that a formal FOIA form must be filled out and submitted to Corporation Counsel. Any document that must be provided has private



information redacted. A motion was made by Grabarski/Colburn to approve the Public Health Confidentiality Policy & Procedures. Motion carried by UVV.

Supervisor Allen requested that both resolutions, items 11 & 12, be combined into one motion.

**11 & 12. Public Health: Discuss and/or approve out-of-state travel and accommodations resolution for Lee Bartnik to Atlanta, GA to attend the National Association of City and County Health Officials (NACCHO) Preparedness Summit from April 24, 2017 to April 28, 2017 and out-of-state travel and accommodations resolution for Lee Bartnik to San Diego, CA from March 26, 2017 to March 31, 2017 to participate in the National Associate of City and County Health Officials (NACCHO) Roadmap to Ready Program for first time preparedness coordinators.** A motion was made by Grabarski/Colburn to approve both of the out-of-state travel and accommodations resolutions for Lee Bartnik to Atlanta, GA to attend the National Association of City and County Health Officials (NACCHO) Preparedness Summit from April 24, 2017 to April 28, 2017 and for Lee Bartnik to San Diego, CA from March 26, 2017 to March 31, 2017 to participate in the National Association of City and County Health Officials (NACCHO) Roadmap to Ready Program for first time preparedness coordinators. Motion carried by UVV.

**13. Next Regular Meeting Date** – Monday, March 13, 2017 @ 4:00 p.m.

**14. Adjournment:** Motion to adjourn at 5:27p.m. by Grabarski/Colburn. Motion carried by UVV.

*These minutes have not been approved by the committee.*

*Minutes respectfully submitted by Ruth Horndasch.*

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Jack Allen – Chair

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Ruth Horndasch – Recording Secretary

# ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, FEBRUARY 9, 2017 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Dan Wysocky ~ Vice-Chairperson  
Mark Hamburg  
Larry Borud  
Gordy Carlson

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Scott Whitsett  
and Bob Buerger

**MEMBER ABSENT:** Larry Babcock ~ Excused

**CALL MEETING TO ORDER:** The Meeting of the Adams County Highway Department Committee was called to order by Vice-Chairperson – Dan Wysocky at 9:00 A.M., on Thursday, February 9, 2017.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** WYSOCKY, HAMBURG, BORUD AND CARLSON. MEMBER ABSENT: BABCOCK ~ EXCUSED

**APPROVAL OF AGENDA:** *Motion by Borud to approve the Agenda as presented, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE**

**APPROVAL OF MINUTES OF LAST MEETING (January 12, 2017):** *Motion by Hamburg to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for January 12, 2017 Regular Monthly Meeting, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON COUNTY ROAD P (CTH G TO MARQUETTE COUNTY LINE) CONSTRUCTION BIDS:** Bid tab attached to minutes. Highway Committee reviewed the bids that were submitted for the County Road P (CTH G to Marquette County Line) Construction Project. *Motion by Hamburg to award the County Road P (CTH G to Marquette County Line) Construction Project to Gerke Excavating Inc. for an amount of \$2,968,017.98 with alternate #2 and alternate #3, second by Borud. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON COUNTY ROAD P (CTH B TO CTH G) CONSTRUCTION BIDS:** Bid tab attached to minutes. Highway Committee reviewed the bids that were submitted for the County Road P (CTH B to CTH G) Construction Project. *Motion by Hamburg to award the County Road P (CTH B to CTH G) Construction Project to Gerke Excavating Inc. for an amount of \$1,814,134.16 with alternate #2 and alternate #3, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
FEBRUARY 9, 2017 ~ 9:00 A.M.**

P159

**REVIEW & ACT ON AECOM CHANGE ORDER FOR COUNTY ROAD P CONSTRUCTION PROJECTS:** AECOM is submitting a Change Order for the County Road P Construction Oversight, as their original agreement was for CTH P (CTH G – Marquette County Line). CTH P (CTH B-CTH G) was added in the November 10, 2016 Highway Committee Minutes to this agreement. *Motion by Carlson to approve the AECOM Change Order#2 that would add the CTH P (CTH B-CTH G) Construction Oversight to the agreement, for a total amount of \$299,883.07, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON COUNTY ROAD P (CTH G TO MARQUETTE COUNTY LINE) ADMINISTRATIVE REVISIONS, OFFERING PRICE REPORTS AND APPRAISALS:** NONE

**REVIEW & ACT ON COUNTY ROAD P (CTH B TO CTH G) ADMINISTRATIVE REVISIONS, OFFERING PRICE REPORTS, APPRAISALS, JURISDICTIONAL OFFERS, AWARD OF DAMAGES AND NOTICE OF LIS PENDENS:** Highway Committee reviewed the Administrative Revision for Parcel #11 as recommended by Timbers-Selissen-Rudolph Land Specialists. *Motion by Hamburg second by Borud to approve the County Road P (CTH B to CTH G) Administrative Revision for:*

- Parcel #11, for an increase of \$2,500.00, total amount \$10,800.00

**VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.**

Highway Committee reviewed the Award of Damage, Jurisdictional Offer and Notice of Lis Pendens for Parcel 11 as recommended by Timbers-Selissen-Rudolph Land Specialists. *Motion by Hamburg, second by Carlson to approve the County Road P (CTH B to CTH G) Award of Damage, Jurisdictional Offer and Notice of Lis Pendens for:*

- Parcel #11 \$10,800.00

**VOICE VOTE. ALL IN FAVOR. MOTION CARRIED.**

Highway Committee reviewed the Award of Damage, Jurisdictional Offer and Notice of Lis Pendens for Parcel 26 as recommended by Timbers-Selissen-Rudolph Land Specialists. *Motion by Borud, second by Hamburg to make every effort possible to resolve the acquisition issue on Parcel #26 and to approve the County Road P (CTH B to CTH G) Award of Damages, Jurisdictional Offers and Notice of Lis Pendens for:*

- Parcel #26 \$ 3,200.00

**VOICE VOTE. ALL IN FAVOR. MOTION CARRIED.**

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Wash Bay Update
- Snow Events / Rain Events
- Materials
- Brushing CTH Z (Alpine to Wood County Line)
- Job Vacancies

**FINANCIAL REPORT:** *Motion by Hamburg to approve the December Prior to Audit 2016 Financial Report as presented, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
FEBRUARY 9, 2017 ~ 9:00 A.M.**

**VOUCHERS:** The Highway Department monthly check summary report was presented to the Committee for review. *Motion by Hamburg to approve the Monthly Check Summary report as presented, second by Carlson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- ATV / UTV Ordinance
- Truck Bids

**SET NEXT MEETING DATE AND ADJOURN:** *Motion by Hamburg, second by Borud, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, March 9, 2017 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 9:50 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

ADAMS COUNTY  
PLANNING & ZONING COMMITTEE  
MEETING MINUTES: March 1, 2017

Chairman Rocky Gilner called the Adams County Planning & Zoning Committee Meeting to order in Room A260 at the Courthouse in Friendship Wisconsin at 1:00 P.M. with the following members present: Randy Theisen, Larry Borud, Barb Morgan and Al Sebastiani. Dave Repinski and Jerry Kotlowski sat in for Larry Babcock and Fred Nickel respectively. Others present were: Phil McLaughlin, Zoning Administrator and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Pledge of Allegiance. Roll Call. Al Sebastiani made a motion to approve the agenda. Larry Borud seconded the motion. All in favor. Motion carried.

Public Hearings: David S. & JoEllen Foster – Rezoning request of a parcel (35.73) from an R1 Single Family Residential District to an A2 Agricultural Transition District of the Adams County Comprehensive Zoning Ordinance to allow agriculture use on property located in the SW ¼, NE ¼, Section 8, Township 18 North, Range 6 East, Lot 2 of CSM 5744 on State Road 13, Town of Preston, Adams County, Wisconsin. Mr. McLaughlin noted that the Town objected to the request citing that the rezone does not encourage residential growth, generate employment and reduces taxes. Attorney John Orton of Curran, Hollenbeck and Orton Law Offices was present to represent David & JoEllen Foster. Mr. Orton proceeded to explain that the proposed agriculture use is conducive to the Town Comprehensive Plan and that most of the adjacent land owners that were contacted did not have a problem with the request. JoEllen Foster stated that the previous owner was having trouble selling the property since a tornado had gone through the area years ago and left it a mess. Ms. Foster explained that they cleaned the property up and proposed to put the property to agricultural use. Guy Groshek and Richard Matzke were present to voice objections. Mr. Matzke stated that if the Committee were to recommend approval of the request over the Town's objections they asked that there be no human or animal waste spread on the property and there be a nutrient management plan. Wally Sedler from the Land & Water Conservation Department stated that a nutrient management plan would be required through his office. The question was raised if there was a high capacity well present. Mr. Foster stated that he has an approved permit for one. Discussion followed. Barb Morgan made a motion to grant the request and forward that recommendation to the County Board for final action. Jerry Kotlowski seconded the motion. Roll Call Vote: 5 – Yes. 2 – No. (Theisen, Gilner) Motion carried. David D. Dehmlow – Conditional Use Permit request under Section 5-3.03(A) (19) of the Adams County Comprehensive Zoning Ordinance to allow removal of more than 2500 sq. ft. but less than one acre of sand from property located in the NE 1¼, SE ¼, Section 36, Township 16 North, Range 5 East on County Road H, Town of Easton, Adams County, Wisconsin. (The purpose of this request is to level an agricultural field by removing a ridge.) Mike Dehmlow was present to explain the request. Al Sebastiani made a motion to grant the rezoning and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 7 – Yes. Motion carried.

Chairman Gilner closed the public hearings and stated that public participation will be taken as appropriate on agenda items.

Dave Repinski made a motion to accept the previous meeting minutes as presented. Larry Borud seconded the motion. All in favor. Motion carried.

County Surveyor Greg Rhinehart presented his monthly report to the Committee. Mr. Rhinehart mentioned to the Committee that some might want to attend a symposium being held at Chula Vista by the State of Wisconsin on Land Records modernization and handed out pamphlets.

Jodi Helgeson presented and explained the Register of Deed's yearly report. Ms. Helgeson stated that she had attended the Wisconsin Land Information Conference at Chula Vista. Discussion followed. Barb Morgan made

Adams County Planning & Zoning  
Committee Meeting Minutes  
March 1, 2017  
Page #2

a motion to accept the Register of Deed's yearly report and forward to the County Board. Randy Theisen seconded the motion. All in favor. Motion carried.

Planning & Zoning Updates: Phil McLaughlin reminded the Committee that finances are in the budget for the purchase of a new vehicle for the Department. Discussion followed. Mr. McLaughlin will explore options to determine whether to trade or sell the existing vehicle and will keep the Committee informed.

The Financial Report for the month of January was presented to the Committee for review.

Correspondence: None.

The next Committee meeting is scheduled for April 5, 2017 at 1:00 P.M.

Randy Theisen made a motion to adjourn. Dave Repinski seconded the motion. All in favor. Motion carried.

Adjourned: 2:15 P.M.

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Rocky Gilner, Chair

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Fred Nickel/Jerry Kotlowski

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Barb Morgan, Vice-Chair

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Larry Babcock/Dave Repinski

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Randy Theisen

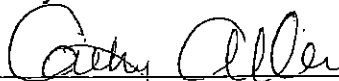
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Larry Borud

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Al Sebastiani

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Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

## Property Committee Minutes

February 14, 2017  
9:00 a.m., Room A160

The meeting was called to order by Chairman Repinski at 9:00 a.m.  
The meeting was properly announced.

Roll Call: Dehmlow, Kotlowski, Hamburg, Gilner and Repinski. Also present, Phillippi, Zander, Petkovsek, Hamman, Fahrenkrug, and Bill Pegler (Times Reporter).

Motioned by Hamburg/Kotlowski to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Kotlowski/Gilner to approve the January 10, 2017 minutes. Motion carried by unanimous voice vote.

Public participation on agenda items: None

Motioned by Gilner/Dehmlow to offer county-owned 50 foot tax deed parcel #201-327, to adjacent property owners (25 feet each), for the cost of the real estate transfer fees of \$30. If one of the property owners is interested and the other is not, the offer would be for the entire 50 foot parcel, to the interested party. Motion carried by unanimous voice vote.

Open and act on bids for tax foreclosure property/resolutions: None  
Approval of any training or conferences: None

Update on meeting as committee of the whole for county board regarding capital improvements (Health & Human Services/Community Center/Fairgrounds): None

Update regarding space needs project for jail, etc.: Fahrenkrug informed the committee of the department head meeting that presented 2 options; an administration building across the street, or an addition on the west side of the Law Enforcement Center. The department heads were asked if the floor they'd be located on was appropriate. Potter Lawson will be presenting a Power Point presentation at Tuesday's County Board Committee Meeting of the Whole. Fahrenkrug informed the committee that they have been satisfied working with Potter Lawson. Options will be presented at the County Board meeting to develop and determine how the county could move forward. The state jail inspector is satisfied that we are progressing. Petkovsek informed the committee that Sheriff Wollin will be at a 10:00 a.m. meeting in Madison today, with Potter Lawson. She also explained committee appointment rules, and that Chairman West is going to be having a meeting of the appointments committee, to recommend putting together an Ad Hoc Building Committee.

Update on Veterans Memorial in Adams County (Scott Sorenson): Sorenson reported that fund raising is going slow, construction is expected to begin in 2018.

Update on maintenance items: Hamman verbally reported that expenses for snow removal, salt and sand are triple, as of current, comparing to prior years. New lighting has been installed in the commercial building at the fairgrounds. As soon as the weather permits, painting will begin

on the grandstands. They are waiting on approval from the state, to pay for, or approve the expenses of painting, partitions, moving etc., of ADRC from the Health and Human Service Building, to the Community Center. Roof leaks were a result of drains freezing; trenches were created to allow drainage. Bore samples and redesign has been looked into; it appears the costs will exceed state statutes, resulting in bidding. HVAC repairs have been done. The courthouse infrastructure (relating to the renovation of the courthouse annex) is going on 20 years, and the Law Enforcement Center is going on 21 years. Planning and looking at long term needs was started over the course of the last few budgets. Currently, we have an aging pneumatic heating system; parts are becoming obsolete and there are few technicians available for fixing the system. Plans have been to replace the system in the future with digital electric; estimated costs are 1.5 million, or more. HVAC at the Community Center has had a number of issues; one in particular is the rusting out of the furnace. We have been trying to determine how replacement could take place; by crane, cutting a hole in the roof, etc. It is likely the building will be shut down for a period of time when replacement occurs. The cement board is crumbling, and it is the intent to wrap it with aluminum.

Set next meeting date: March 14, 2017 at 9:00 a.m.

Motioned by Hamburg/Kotlowski to adjourn at 10:14 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi  
Recording Secretary

These minutes have been approved by the committee.



**Public Safety & Judiciary Committee****Wednesday, February 15, 2017****9:00 a.m. – Conference Room A231****MINUTES**

Chairman Grabarski called the meeting to order at 9:03 a.m. The meeting was properly announced.

Committee members present: Robert Grabarski, Rocky Gilner, Scott Colburn, and Gordon Carlson filling in for Jack Allen – Pete Hickethier was excused.

Others present: Carol Collins, Kathie Dye, Jane Gervais, Marilyn Rogers, Terry Fahrenkrug, Jonathan Barnett, Barb Petkovsek, and Ken Wagner

**Motion by Colburn to approve the agenda, seconded by Gilner. Motion carried by unanimous vote. Hickethier – Excused.**

**Motion by Colburn to approve the January 11, 2017 minutes, seconded by Gilner. Motion carried by unanimous vote. Hickethier – Excused.**

There was no public participation. There was no correspondence.

**Eyes of Hope Shelter—Kris Steffens — Not Present**

Steffens was unable to attend the meeting. There was no financial report for January to review.

**Family Court Commissioner – Dennis McFarlin – Not Present**

The Family Court Commissioner was not scheduled to attend the meeting. Committee was provided with a written report for January to review.

**Child Support – Janet Leja – Not Present**

Child Support was not scheduled to attend the meeting. Committee was provided with a written and financial report for January to review.

**Clerk of Circuit Court – Kathie Dye – Present**

Committee was provided with a written and financial report for January to review along with revised quotes from SKC. Dye stated tax intercept payments are coming in. Committee was informed that Court Commissioner Loring has resigned his court commissioner duties effective 1/23/17 and Court Commissioner Croke will now be handling truancy and small claims matters. Discussion was held regarding the contract and revised quotes from SKC. The individual that provided the quote in September 2016 has left SKC and SKC reached out as they needed clarification on the quote which resulted in the revised quote. Dye explained the changes from the September 2016 quote to the January 2017 quote. The total amount of the revised quote with the three year maintenance contract was \$98,671.33. There was an increase in the amount of \$6,671.33 from the original budgeted amount. There was discussion about expensing the three year maintenance agreement to the appropriate budget years. **Motion by Colburn to accept the revised quote and modification from the original contract as stated, seconded by Gilner. Motion carried by unanimous vote. Hickethier – Excused.**

**Register in Probate – Chris Langer – Not Present**

Register in Probate was not scheduled to attend the meeting. Committee was provided with a written and financial report for January to review.

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Emergency Management – Jane Gervais – Present

Gervais provided the committee with the financial report for January to review. Gervais gave an update on the flooding issues from September 2016 and stated she is still working with the Town of Preston on getting the appropriate paperwork for FEMA assistance. Gervais informed the committee that she is currently working on the Plan to Work that is due in March and working on the federal grant UGG policy for her office.

Medical Examiner – Marilyn Rogers – Present

Committee was provided with a written and financial report for January to review. Rogers informed the committee that she will not be able to recoup anything from the unclaimed body from last year. Rogers explained there has been three autopsies already in 2017 and will need to continue to monitor that. There were a total of seven autopsies in 2016. Office is running smoothly with no issues at this time.

Sheriff's Office – Chief Deputy Fahrenkrug – Present

Committee was provided with the financial report for January to review. Fahrenkrug updated the committee on current staffing levels and vacancies. There are vacancies in the jail and patrol at this time. Committee was informed that the Adams County Citizens Academy will be starting again in April and will run one night a week for 6-8 weeks. Good feedback was received with the last group. Committee was provided with the Notice of Understanding for Eyes of Hope Shelter to review. Fahrenkrug explained the changes that were made to the agreement from last year. **Motion by Colburn to approve the Notice of Understanding between Adams County and Eyes of Hope Shelter, seconded by Gilner. Motion carried by unanimous vote. Hickethier – Excused.**

District Attorney – Jonathan Barnett – Present

Committee was provided with the financial reports for December 2016 and January 2017 along with the updated legal secretary job description to review. Barnett updated the committee on the new ADA that was hired and discussed her qualifications. She is scheduled to be in the office on Tuesdays and will be handling the traffic and juvenile matters. Barnett explained there is a legal secretary vacancy in their office. The job description was updated to reflect the duties that changed due to electronic filing. The updated legal secretary job description will continue to be in grade 13. **Motion by Colburn to approve the updated legal secretary job description as presented, seconded by Carlson. Motion carried by unanimous vote. Hickethier – Excused.** Committee was informed that case filings for 2016 were up from 2015. There were approximately 230 felony case filings in 2015 and 2016 ended with approximately 280 felony filings.

**Motion by Colburn to approve vouchers and monthly expense reports as presented, seconded by Gilner. Motion carried by unanimous vote. Hickethier – Excused.**

Identify upcoming agenda items: None at this time.

Set next monthly meeting date as March 8, 2017 at 9:00 a.m.

**Motion by Colburn to adjourn, seconded by Carlson. Motion carried by unanimous vote. Hickethier – Excused. Meeting adjourned at 10:16 a.m.**

*These minutes have not been approved by Public Safety & Judiciary Committee.*

Respectfully Submitted,

Carol Collins  
Recording Secretary

**ADAMS COUNTY SOLID WASTE COMMITTEE**  
**Wednesday, March 8, 2017, 5:30 PM**  
**Landfill Office, 1420 Hwy 21, Friendship, WI 53934**

**MEMBERS PRESENT:** Florence Johnson, Chair  
 Jerry Kotlowski  
 Gordy Carlson  
 Robin Skala

**MEMBERS ABSENT:** Larry Babcock

**OTHERS PRESENT:** Brenda Quinnell, SW Director, Billy Armstrong, SW Shop Supervisor, & Nancy Carlson

**CALL MEETING TO ORDER:** The meeting of the Adams County Solid Waste Committee was called to order by Chairperson Florence Johnson at 5:30 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** Yes. **ROLL CALL:** Johnson, Kotlowski, Carlson and Skala; Babcock was excused.

**APPROVAL OF AGENDA:** *Motion by Carlson, second by Kotlowski, to approve the agenda as presented. All in favor; motion carried.*

**NOTICE THAT THE COMMITTEE MAY DISCUSS AND ACT ON ANY AGENDA ITEMS LISTED.**

**APPROVAL OF OPEN SESSION MINUTES FROM THE FEBRUARY 8, 2017 REGULAR SOLID WASTE MEETING:** *Motion by Carlson, second by Skala, to approve the Open Session minutes as presented for the February 8, 2017 Solid Waste meeting. All in favor; motion carried.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** There were no communications or correspondences.

**FINANCIAL REPORT:** Review and discussion of the financial reports and check summary presented. *Motion by Kotlowski, second by Carlson, to accept the financial reports and check summary as presented. All in favor; motion carried.*

**SITE REPORT:** Quinnell distributed and the Committee reviewed the Site Report dated March 8, 2017 (see attached copy). *Motion by Carlson, second by Kotlowski, to approve the Site Report as presented. All in favor; motion carried.*

**REPORT BY SHOP SUPERVISOR:** Shop Supervisor Armstrong gave a report on the progress made since starting the position. He noted that in addition to the fleet maintenance program, the department is looking at purchasing a vehicle diagnostics program. He stated that they are slowly catching up and that morale is better.

**APPROVE ANY VEHICLE/EQUIPMENT PURCHASES/RENTALS:** There were none to report.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** None.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** The following items may be placed on the next agenda: updates on pertinent items.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, April 12, 2017 at 5:30 PM at the Landfill.

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*Motion by Kotlowski, second by Carlson, to adjourn until the next meeting. All in favor; motion carried. Meeting adjourned at 5:56 P.M.*

Respectfully submitted, Brenda Quinnell, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

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**SITE REPORT ATTACHED**

**ADAMS COUNTY SURVEYOR'S OFFICE**  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

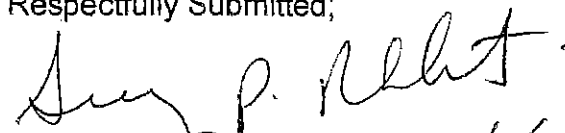
ADAMS COUNTY SURVEYOR'S REPORT # 519

Report for the month of February, 2017

The Grant Project is progressing very well. I have been in discussions with Tim Rutzen of EMCS about a couple of issues with corners. I will be reviewing more tie sheets this week.

I have been responding to from public and am continuing to perform the duties of my office.

Respectfully Submitted;



Gregory P. Rhinehart,  
Adams County Surveyor

3/1/2017

**ADAMS COUNTY SURVEYOR'S OFFICE**  
**GREGORY P. RHINEHART, COUNTY SURVEYOR**  
 P.O. BOX 187, FRIENDSHIP, WI 53934  
 (608) 339-4226

**SUMMARY OF ACCOUNTS 2017**

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$4,800.00	\$24,600.00	\$ 300.00
JANUARY	400.00		100.00
Balance	\$4,400.00	\$24,600.00	\$ 200.00
FEBRUARY	400.00		
Balance	\$4,000.00	\$24,600.00	\$ 200.00
MARCH			
Balance			
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
<b>Grand Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>